**GENERATIONS FOR PEACE (GFP) – JOB DESCRIPTION**

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| **Department:** | **Programmes** |
| **Title:** | **Jordan Programmes M&E Officer** |
| Contract duration: | Initial contract of limited duration, renewable based on performance.  Start Date 1 February 2016; End Date 31 January 2017. 3 months probation period. |
| Tenure: | Full Time (FTE 1.0) |
| Location: | Based at GFP Headquarters in Amman |
| Responsible to: | Senior Programmes Officer |
| Authorised to: | Authorised, within limits set by Senior Programmes Officer, to represent GFP in discussions with Delegates and Pioneers and current and potential Local Partner Organisations on programme plans and activities in Jordan.  Not authorised to approve contracts or financial transactions. |
| Supervisor of: | Jordan Programmes M&E Coordinator |
| Liaison with: | *Internal:* close liaison with rest of Programmes Department and with the Institute. Also liaison with Donor & Partner Communications Department, as directed.  *External:* Delegates, Pioneers, implementing partners, as directed. |
| Replacement in case  of absence: | Programmes Officer or Programmes Coordinator, as directed by Senior Programmes Officer. |
| Benefits: | Gross Monthly Salary **XXX**  Annual Performance-related Bonus  Social Security  Medical Health Insurance  Annual Incremental Increase to salary based on Consumer Price Index inflation  21 Days Annual Leave plus official public holidays |
| **1. Purpose of the Position:**  Reporting to, guided and directed by the Senior Programmes Officer, the Jordan Programmes M&E Officer will be responsible for designing and implementing the M&E of all GFP Jordan Programmes based on M&E frameworks in use by GFP for our learning and for reporting to Donors; monitoring the Jordan Programmes activities on a regular basis; processing M&E data collection & analysis and preparing Programme Evaluation Reports for the Jordan Programmes, based on baseline/endline data and Participatory Evaluations; preparing monthly/quarterly reports on Jordan Programmes progress for use by GFP and Donors/Partners; preparing executive summaries and thought-pieces based on Evaluation Reports. The Jordan Programmes M&E Officer will supervise and be assisted by a Jordan Programmes M&E Coordinator. | |
| **2. Responsibilities:**  Reporting to, guided and directed by the Senior Programmes Officer, the Jordan Programmes M&E Officer shall supervise the Jordan Programmes M&E Coordinator and lead on:   * **Monitoring and Evaluation processes for Jordan Programmes**   + Implementing GFP M&E processes in the Jordan Programmes, thereby strengthening Programmes implementation by HQ Jordan Programmes Team and Jordan Programmes Implementation Teams (IMPTs)   + Applying the GFP baseline/endline surveys, session monitoring, learning and reflection, and participatory evaluation M&E processes and tools in Jordan Programmes in ways which meet GFP needs as well as Jordan Programmes donor requirements   + Ensuring regular flow of information on M&E processes, tools and data in use by Jordan Programmes with the Institute’s Senior Research, Monitoring & Evaluation Officer   + Ensuring continuous updating of Jordan Programmes database by providing the M&E information/data to Programmes Coordinators   + Supporting and mentoring the Jordan Programmes Implementation Teams in execution of the M&E processes   + Supporting HQ Jordan Programmes Team in clarifying ways to properly document, organise and capture Jordan Programmes progress and to apply lessons learned findings from evaluations   + Analysing effectiveness of M&E processes to meet GFP needs and donor requirements and providing recommendations for adaptation/development of the M&E processes and advising where donor requirements need to be negotiated   + Preparing general briefings for GFP HQ staff and other audiences on GFP Jordan Programmes, M&E processes and evaluation findings, when needed/directed * **Data Management and Analysis**   + Adapting existing and developing new M&E data collection processes in accordance with Jordan Programmes donor requirements   + Developing ways to enable easier M&E data collection and data flow within HQ Jordan Programmes Team   + Identifying strengths and weaknesses in existing M&E data collection/management and proposing solutions to identified weaknesses   + Conducting field visits to ensure the quality of M&E data collected by the Jordan Programmes Implementation Teams   + Ensuring GFP and donor data queries and information requests are addressed in an accurate and timely manner * **Reports, Communications and Proposals**    + Drafting high-quality Programme Evaluation Reports, combining baseline/endline data evaluation and participatory evaluation findings with reflections and recommendations, for all Jordan Programmes, and ensuring their timely dissemination   + Drafting executive summaries and thought pieces based on Programme Evaluation Reports, for internal GFP audiences and for external stakeholders   + Drafting high-quality monthly and quarterly donor reports for all Jordan Programmes and ensuring their timely dissemination   + Ensuring regular flow of high-quality information, data, quotations and identification of potential human interest stories from Jordan Programmes to feed Donor & Partner Communications   + Assisting the Grant Proposal Specialist in establishing logframes, M&E work plans, and targets during the drafting donor programme proposals process for all new Jordan Programmes, in a close liaison with the Senior Research, Monitoring & Evaluation Officer   + Identifying, in cooperation with the Senior Programmes Officer, the causes of potential bottlenecks in Jordan Programmes implementation; working with the Senior Programmes Officer to suggest strategies to the Programmes Director for improving the efficiency and effectiveness of the Jordan Programmes and developing plans to minimize/eliminate such bottlenecks; and once these are addressed, ensuring the monthly/quarterly reports reflect the adaptation/change made in the Programme implementation processes * **Supporting Programmes Department’s major events**, including direct training events (Camps, Advanced Trainings, Refresher Trainings, etc.) and Jordan Programmes field visits. | |
| **3. Key Results Areas:**   * **Monitoring and Evaluation:** Implementing GFP M&E processes, mentoring support for IMPT on all M&E processes and ensure the regular flow of information on M&E processes and data. * **Data Management and Analysis:** Quantitative monitoring and evaluation data gathered and analyses presented, shared, and disseminated in coordination with other Institute’s staff. * **Reports, Communications and Proposals:** Programme Evaluation Reports, monthly and quarterly reporting for donors; executive summaries and thought pieces, learning and reflections, quotations and stories, support to donor proposals. * **Administration:** Project management, workload prioritisation and meeting deadlines. Individual and team continuous learning and improvement. Supervision and development of the Jordan Programmes M&E Coordinator Teamwork and contribution to the broader work of the organisation. * **Personal development** | |
| **4. Generations For Peace Values:**   * ***Leadership****:* demonstrating leadership and fostering leadership in others, both within the Programmes Department and with Delegates and Pioneers in the field. * ***Respect & Tolerance:*** showing respect and tolerance for all, within the Programmes Department, within the wider GFP office, with implementing partners, & with Delegates & Pioneers in the field. * ***Empowerment & Teamwork****:* supporting Programmes Department members and Delegates and Pioneers in the field, through proactive delegation skills and coaching and guidance to empower them and encourage creativity, use of initiative, and positive participation in teamwork. * ***Responsibility:*** demonstrating and encouraging responsibility, accountability and transparency, professionalism, care and diligence in respect of all people and property, and the brand and reputation of the organisation; seeking quality, effectiveness, sustainability, efficiency and good value for money; to maximise positive impact whilst minimising risk. | |
| **5. Education, Qualifications, Competences, Skills Required:**  *Essential:*   * Masters Degree in a relevant discipline * At least two years’ relevant professional experience * Experience volunteering in development / community work * Experience in monitoring and evaluation * Experience in programme design and coordination * Experience in mentoring others * Ability to evaluate technical information and provide analysis and recommendations * Excellent communications skills, both consensus development and interpersonal; confidence and enthusiasm when communicating internally and externally in both formal and informal presentations * Excellent spoken and written English, and in particular top-quality written English communications * Excellent spoken and written Arabic * Technologically skilled (databases; documents; spreadsheets; surveys; presentations) * Ability to reflect, learn, and improve; having experience in using feedback processes for learning. * Ability to lead projects and work independently; able to take initiative, think strategically and work creatively * Ability to manage multiple concurrent priorities and work under pressure * Ability to perform in a high-energy environment, with a flexible and enthusiastic approach to work, including the thoughtfulness to work effectively with others in a collaborative workplace; a "can do" attitude, and a willingness to "roll-up sleeves" and personally handle all aspects of position * Ability to work in a multi-cultural team and context; having cultural sensitivity and understanding of different interpretations of communications approaches in different global, regional, and local contexts * Strong interest in global current affairs, conflict resolution and peace building, and international development.   *Preferred:*   * Experience working internationally and in an international organisation * Experience working in the field of peace building and conflict transformation * Demonstrated knowledge of different theories of conflict transformation and social change * Experience in community development and behaviour change * Experience working with different age-groups (children, youth, adults) in different contexts * Experience in different forms of evaluation, including participatory evaluation, participatory video, most significant change, is useful but not essential. | |

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| **First Party:**  Signed in Amman, on \_\_\_\_\_\_\_\_\_\_\_2016  for and on behalf of Generations For Peace:  ………………………………………..  Mark Clark, Chief Executive Officer | **Second Party:**  Signed in Amman, on \_\_\_\_\_\_\_\_\_\_\_2016  by the Employee:  ………………………………………..  Jordan Programmes M&E Officer |