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

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| **Department:** | **Programmes** |
| **Title:** | **Programmes M&E Coordinator** |
| Contract duration: | Initial one year contract, renewable based on performance.  Start Date xxx; End Date xxx. |
| Tenure: | Full Time (FTE 1.0) |
| Location: | Based at GFP Headquarters in Amman |
| Responsible to: | Programmes Senior M&E Officer |
| Authorised to: | Authorised, within limits set by Senior M&E Officer, to represent GFP in discussions with Delegates and Pioneers.  Not authorised to approve contracts or financial transactions. |
| Supervisor of: | N/A |
| Liaison with: | *Internal:* close liaison with rest of Programmes Department and with the Institute.  *External:* Delegates, Pioneers, local partner organisations as directed. |
| Replacement in case  of absence: | Programmes M&E Coordinator **or** M&E Officer as directed by Senior M&E Officer. |
| Benefits: | Gross Monthly Salary: **JOD 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 M&E Officer, the M&E Coordinator will be responsible for supporting the M&E Officer on 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 drafting Programme Evaluation Reports for the Jordan Programmes, based on baseline/endline data and Participatory Evaluations. The Programmes M&E Coordinator will assist and support the Programmes M&E Officer. | |
| **2. Responsibilities:**  Reporting to, guided and directed by the Senior M&E Officer, the Programmes M&E Coordinator shall support the Programmes M&E Officer on:   * **Monitoring and Evaluation processes for Jordan Programmes**   + Implementation of 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 staff in charge of Monitoring, Evaluation and Learning (MEL)   + Ensuring continuous updating of Jordan Programmes database by providing the M&E information/data to Programmes Coordinators and Officers.   + Supporting and mentoring the Jordan Programmes Implementation Teams in execution of the M&E processes.   + 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. * **Data Management and Analysis**   + Conducting regular 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.   + Direct contact and cooperation with the Field Coordinators to ensure the quality and accuracy of the collected data.   + Having sufficient skills and knowledge in using different online systems used in the Jordan programmes through Donors like Bayanati, Kobo, ActivityInfo.   + Regularly monitoring the data entered in the online systems. * **Reports, Communications and Proposals**    + Supporting the M&E Officer in drafting high-quality Programme Evaluation and monthly and quarterly progress reports for donors.   + Review internal monthly reports prepared by the Programmes Officers and ensure its efficiency   + Update Jordan programmes briefs and fact sheets.   + Ensuring regular flow of high-quality information, data, quotations and identification of potential human-interest stories from Jordan Programmes to feed the M&E Officer and then Donor & Partner Communications.   + Assist the M&E Officer in specific parts in the Participatory Evaluation reports (Learning and Reflection, quantitative data…); and in the quarterly reports. * **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 M&E data gathered and analyses presented, shared, and disseminated in coordination with other Institute’s staff. * **Reports, Communications and Proposals:** Programme Evaluation Reports, internal monthly reporting; 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 and contribution to the broader work of the organisation. * **Personal development:** identifying and developing both “hard/technical” and “soft/behavioural” competences. | |
| **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:*   * B.A Degree in a relevant discipline. * At least 1 year relevant professional experience. * Experience volunteering in development / community work. * Experience in monitoring and evaluation. * Experience in programme design and coordination. * Experience in mentoring others. * Excellent communications skills, both consensus development and interpersonal; confidence and enthusiasm when communicating internally and externally in both formal and informal presentations. * Very good spoken and written English. * Excellent spoken and written Arabic. * Very good analytical skills. * Technologically skilled (databases; documents; spread sheets; surveys; presentations). * Ability to analyse and deal with a huge amount of quantitative data. * Ability to reflect, learn, and improve; having experience in using feedback processes for learning. * 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. | |

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| **First Party:**  Signed in Amman, on \_\_\_\_\_\_\_\_\_\_\_2018  for and on behalf of Generations For Peace:  ………………………………………..  Mark Clark,  Chief Executive Officer | **Second Party:**  Signed in Amman, on \_\_\_\_\_\_\_\_\_\_\_2018  by the Employee:  ………………………………………..  Name,  Programmes M&E Coordinator |