

Job description

Job title: Monitoring Officer – Inclusion Works

Job location: UK

Reports to: Monitoring Manager – Inclusion Works

Responsible for: N/A

Department: Policy & Strategic Programme Support (PS2)

Job purpose

The post holder will support the Monitoring Manager – Inclusion Works to strengthen programme monitoring and reporting within the Inclusion Works Programme which supports persons with disabilities to enter formal employment in Bangladesh, Kenya, Nigeria and Uganda. Working as part of the Inclusion Works programme management team, in close collaboration with Sightsavers' Programme Systems and Monitoring Team (PSMT), the Monitoring Officer will support the development of effective monitoring and reporting practice in the implementation phase of the Inclusion Works projects. The post holder is expected to travel up to 8 weeks a year.

Principal accountabilities:

- **Programme implementation:** Support the implementation of monitoring frameworks during programme implementation.
 - Attend global and in country co-creation meetings and workshops
 - Support with the development and/or adaptation of content for monitoring frameworks
 - Work with consortium partners and Sightsavers systems team to review and establish data collection and collation tools
 - Support the Monitoring Manager to track progress with the implementation of the monitoring framework, trouble shoot and recommend solutions and improvements
- **Monitoring and assurance:** Support the Monitoring and assurance activities in collaboration with the Monitoring Manager Inclusion Works, consortium partners and implementing partners.
 - Coordination implementation of programme quality assurance processes
 - Support the monthly analysis of programme performance data, including disaggregation by age, sex, poverty and disability reporting through oversight and reporting processes
 - Support the production of project status reports, including triangulating project data with project reports from implementing partners, quality standards assessments and monitoring trip reports to identify gaps and actions for the project to improve.
 - Support the Monitoring Manager Inclusion Works to fulfil action plans resulting from assessments and reports.

- **Monitoring practice:** Support the delivery of programme monitoring practice in the Inclusion Works Programme
 - Support with research on improvements to monitoring & evaluation practice in response to identified need in the Inclusion Works programme.
 - Support the development of monitoring guidance, creation of tools & workshops

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

Knowledge (education and related experience):

- Educated to at least degree level, or equivalent work experience.
- Experience gained within the international development sector or equivalent is desirable
- Experience in programme monitoring and evaluation and/or project management; ability to manage large, complex pieces of work and to produce key deliverables on time
- An understanding of and commitment to equality of opportunity for people with disabilities
- Understanding of disability inclusion issues is desirable
- Experience of producing analytical reports or communication materials for a wide range of audiences.
- Experience in understanding and responding to the complexities of working across multiple countries and continents

Skills (special training or competence):

- Good technical skills in programme monitoring and tool development, excellent quantitative and qualitative analytical skills, etc.
- Able to confidently engage with multiple stakeholders in order to gain consensus around monitoring frameworks and processes.
- An understanding of programme management challenges in a development context.
- Ability to balance attention to detail with understanding the big picture.
- Highly numerate and confident when working with numbers or statistics
- Sound knowledge of Microsoft Office products, particularly Excel, and experience of manipulating data.
- Excellent written and verbal communication skills
- Strong interpersonal and relationship building skills
- Able to travel for up to 8 weeks per year

Core behaviours:

- Communicating, Influencing & Team Working
- Planning & Organising
- Change & Improvement
- Delivery and Implementation

Key relationships

Internal

- Inclusion Works Programme Management Unit (PMU)_
- Inclusion Works Consortium Partners
- Disability Inclusion Development (DID) project team
- Policy and Programme Strategy department
- Programme Monitoring Systems Team
- Institutional Funding Team
- Regional and Country Directors
- PPR team
- Communications team

External

- Inclusion Works Consortium Partners
- Disability Policy teams
- Relevant external partners and stakeholders in the thematic sectors

Date as of: Jan 2019