



Friends of the Disabled (FoD)

Hospital and Rehabilitation Centre for Disabled Children (HRDC)

EXTERNAL/INTERNAL VACANCY ANNOUNCEMENT

Date of the first publication: April 4, 2019

Friends of the Disabled (FoD) is a non-profit organization engaged in pediatric physical disability management in Nepal through Hospital & Rehabilitation Centre for Disabled Children (HRDC) since 1985. Programs are implemented in collaboration with various local stakeholder and aim to manage the pediatric physical disability management.

The Monitoring and Evaluation (M&E) Officer will report to Director and is responsible for coordinating monitoring, evaluation and reporting activities. The M&E Officer leads the development and management of the Performance Monitoring Plan (PMP).

FOD/HRDC is soliciting applications from qualified candidates for the following position

Position: Monitoring & Evaluation Officer (MEO)

Location: Kavre with some travel
Contract Type: Yearly Contract (as per rules & regulations)
Job Code: 04-2075
Number: 1
Perks: As per FoD/HRDC Rules and regulations

Basic Requirement:

- Minimum of two years professional experience in an M&E position responsible for implementing M&E activities of international development projects.
- Bachelors or Master's degree in statistics, demographics, public health, international development, economics, or related field.
- Bachelor plus an advanced certificate in M&E, statistics, or economics preferred.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience managing and providing ongoing training to M&E field officers.
- Ability to facilitate and serve as a project liaison for externally-managed evaluations.
- A very good English language proficiency in addition to Nepali language.
- Good communication skills with preference in English Language.
- S/he should have very good skills on computer including SPSS and power point.

Responsibilities

- Lead in the development and implementation of an M&E system for HRDC including its implemented projects and oversee routine program monitoring activities. Ensure the quality and relevance of the project's monitoring and evaluation design.
- Utilize the Collaborative, Learning and Adapting Approach to continually assess project progress and inform project management decision-making.
- Provide support to performance evaluation process and the independent evaluation team.
- Ensure the quality of M&E related data to be collected throughout the program implementation.
- Participate in the preparation and facilitation of informational meetings with FoD/HRDC's partners.
- Document results of the M&E system and produce monthly and periodic reports required by FoD/HRDC and donor agencies.
- Assist the various program/project teams in data analysis.
- Train staff in data collection methodology and in the M&E system, in general.
- Any other additional responsibilities as required by FoD/HRDC.

To Apply

Interested eligible persons may apply with a cover letter explaining the suitability of the position, updated curriculum vitae, copies of certificates, citizenship and two PP size photo within 15 days of the first publication of this notice.

Application should be submitted to

The Administration
FoD/HRDC, Banepa, Kavre
Email: vacancy@hrdcnepal.org
Webpage: www.hrdcnepal.org

CLOSING DATE

CoB: April 18, 2019

FoD/HRDC is an "Equal Opportunity Employer". Qualified persons with disabilities & women are strongly encouraged to apply. Applicant should be committed for protection & safeguarding of the children with disabilities.

Only shortlisted candidates will be notified for further assessment.

