CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY
JOB DESCRIPTION

Position Title: Monitoring Officer (GAC)

Office/Department: Office of the Executive Director (OED)/Planning & Business Development Department

Reports To: Planning and Business Development Manager (PBDM)

Direct Reports: N/A

Date Revised: March 2021

1.0 FUNCTIONAL RELATIONSHIPS

Reports to the Planning and Business Development Manager (PBDM). Works in close collaboration with the Programme Officer for the Targeted Support to CDEMA Project, other members of the Planning and Business Development Department and other staff of the CDEMA Coordinating Unit (CU).

2.0 SUMMARY

The Monitoring Officer (MO) will be responsible for the monitoring and reporting on the Targeted Support for CDEMA project funded by Global Affairs Canada (GAC), including results under the Comprehensive Disaster Management (CDM) Strategy and development of the Performance Monitoring Framework (PMF).
3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Monitoring Officer will undertake the following functions:

3.1 Recommend further improvement of the logical framework and the PMF for the project.
3.2 Implement the Monitoring and Evaluation (M&E) system for the Project.
3.3 Assist with collecting, compiling, and analyzing data related to the achievement of the project results.
3.4 Support the Project Officer in improving the efficiency and effectiveness of the project by identifying and minimizing bottlenecks in completing project activities.
3.5 Collaborate with the Project Officer in the development of project reports in alignment with the Contribution Agreement through the provision of inputs, information, and statistics.
3.6 Collaborate with the SPO-Research in the production of the Caribbean Assessment Report (CAR).
3.7 Produce summary information on progress of project implementation using various tools such as infographics.
3.8 Develop project monitoring templates for the project for internal use.
3.9 Recommend mechanisms for monitoring sustainability of project results.
3.10 Ensure the compliance of project implementation with internal and donor timelines and procedures.
3.11 Support the organisation of the midterm and final evaluations of the project.
3.12 Prepare and submit monthly and other reports to the PBDM in keeping with a predefined work plan and as required.
3.13 Participate in disaster response activities of the agency, as may be required.
3.14 Performs such other job-related duties as may be assigned from time to time by the Planning and Business Development Manager or other duly authorized staff member in her absence.

4.0 CONDITIONS

4.1 General administrative office accommodation provided.
4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities.
4.3 Position may require periods of travel to CDEMA member states as well as other destinations.
4.4 Subject to general service conditions applicable to established staff members of the Agency.
4.5 Required to observe the Agency’s Staff Rules & Regulations.
4.6 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies.
5.0 EVALUATION CRITERIA
The performance plan will include performance objectives and job standards including:
5.1 Demonstrated project, administrative and human management skills
5.2 Timely completion of assignments and reports and ability to meet deadlines
5.3 Technical accuracy and general quality of assignment
5.4 Knowledge and understanding of and the effective application of the Agency’s policies and objectives
5.5 Teamwork
5.6 Reliability and initiative
5.7 Communication Effectiveness
5.8 Timely completion and submission of Monthly Activity Reports and assigned Progress Reports

6.0 QUALIFICATIONS AND EXPERIENCE
6.1 A Bachelors’ degree in Management, Economics, Social Sciences, Business Administration, or related field.
6.2 Certification in monitoring and evaluation would be an asset.
6.3 At least 5 years’ experience in the design and implementation of Monitoring & Evaluation in development projects or programmes preferably at the national, regional, or international level.
6.4 Experience in designing tools and strategies for data collection, analysis, and production of reports.

7.0 SKILLS, KNOWLEDGE AND ABILITIES
7.1 A good working knowledge of disaster and project management issues.
7.2 Knowledge of the Comprehensive Disaster Management Strategy would be a distinct asset.
7.3 Proficiency in relevant software applications including Microsoft Office and Statistical analysis applications (e.g., SPSS, Stata etc).
7.4 Proposal writing, report writing, data acquisition and analysis skills.
7.5 Ability to provide training and facilitate workshops.
7.6 Ability to communicate and relate effectively with persons at all levels.
7.7 Ability to effectively handle multiple tasks without compromising quality, team spirit and positive working relationships.
7.8 Excellent communication skills (spoken, written, and presentation)
7.9 Excellent interpersonal skills
7.10 Excellent negotiation, diplomacy, and advocacy skills
7.11 Flexibility and adaptability
7.12 Appreciation of workplace diversity.