

VACANCY ANNOUNCEMENT

Employment Fund (EF) is executed by Helvetas Nepal and financed by Swiss Agency for Development and Cooperation (SDC) and UK Department for International Development (DFID). EF closely works with Government of Nepal (GoN) and private sector training and employment service providers. EF Secretariat is located at Jawalakhel, Lalitpur and looking for the following position.

Position: Monitoring and Evaluation Officer-One

Duty station: Jawalakhel, Lalitpur, frequent travel to the field is required

Responsibilities:

- Take lead role in-strengthening the monitoring system.
- Develop annual and periodic monitoring and evaluation plan and implement effectively.
- Strengthen and operationalize the database system at central (EF) as well as T&E service providers level
- Capacitate the T&E service providers to ensure the operationalization of efficient and effective monitoring system
- Coaching, supervising, and coordinating the Monitoring Resource Organizations and field based monitoring persons
- Support T&E service providers on announcement and selection of the trainees, Income and Employment verification, preparing outputs and outcome reports
- Support to prepare the periodic plans and reports of EFS
- Coordinate skill testing activities with T&E service providers and CTEVT/NSTB
- Support to implement different development approaches: good governance, equity and social inclusion and Corporate Social Responsibility, conflict sensitivity and peace promotion.
- Take lead role in coordinating monitoring resource organizations and field officers and field monitors.
- Take part in coordinating with NSTB in conducting skill test.

Qualification & Competencies:

- Master's Degree in business administration, social science or developmental studies or a relevant field.
- More than 5 years of working experience in the development field and minimum 3 years of relevant experience in program monitoring
- Experience in logical framework approach
- Excellent data analytical and interpretation skills
- Good understanding of TEVT sector of Nepal
- Understanding of conflict sensitive program management.
- Good understanding of issues related to gender, social equity and poverty alleviation and governance.
- Result oriented personality/ maintaining deadlines
- Excellent interpersonal, inter-cultural competencies and team player
- Fluency in Nepali and English, both written and oral
- Proficiency in using office application software; ability to produce, understand and analyze standard database reports; use of statistical packages (e.g. SPSS) and efficiency in using communication applications.

Duration: 3 years with possibility of extension upon satisfactory performance

Benefits: As per the rules and regulations of Helvetas Nepal

Deadline: 31st March, 2010

Application Procedure: Qualified candidates, who meet the above requirements, are requested to send cover letter, updated C.V. with passport size photograph, contact telephone number, names and address of two referees to EFS office, Helvetas Nepal, GPO Box 688, Kathmandu, Nepal or at ef@helvetas.org.np.

Only short-listed candidates will be contacted for interview. Telephone enquiries will not be entertained. EFS office reserves the right to reject any or all applications without assigning any reasons.

Helvetas Nepal promotes workforce diversity and gives preference to candidates from socially discriminated groups on competitive basis.

For a detailed Job description, please visit www.helvetasnepal.org.np

Job Description

Employment Fund Secretariat, Helvetas Nepal

Job Title:	Monitoring and Evaluation Officer
Location:	Employment Fund Secretariat at Kathmandu, with frequent traveling to the field
Reporting to:	Fund Manager, Employment Fund Secretariat (EFS)
Job purpose:	Take lead on strengthening the monitoring system, develop monitoring and evaluation plan of the employment fund secretariate and implement effectively

Duties and responsibilities

- Take lead role in-strengthening the monitoring system.
- Develop annual and periodic monitoring and evaluation plan and implement effectively.
- Strengthen and operationalize the database system at central (EF) as well as T&E service providers level
- Capacitate the T&E service providers to ensure the operationalization of efficient and effective monitoring system
- Coaching, supervising, and coordinating the Monitoring Resource Organizations and field based monitoring persons
- Carry out periodic review meetings with T&E service providers
- Support T&E service providers on announcement and selection of the trainees
- Support T&E service providers for Income and Employment Verification
- Capacitate T&E service providers on preparing outputs and outcome reports
- Support to prepare the periodic plans and reports of EFS
- Coordinate skill testing activities with T&E service providers and CTEVT/NSTB
- Provide technical inputs in assessing the service proposals from the perspective of the monitoring and evaluation.
- Ensure quality of the Terms of References for various studies related with monitoring and evaluation
- Be an active team member in the EFS management team.
- Support in documenting the learning and best .
- Support to implement different development approaches: good governance, equity and social inclusion and Corporate Social Responsibility, conflict sensitivity and peace promotion

Networking and Coordination

- Take lead role in coordinating monitoring resource organizations and field officers and field monitors.
- Take part in coordinating with NSTB in conducting skill test.
- Take lead role in coordinating and drawing lessons from the similar organizations/projects for EFS

Finance and Administration

- Prepare yearly plan of operation and implementation plan related with program monitoring

Personal Specifications/Job Requirements

a. Minimum Education Attainment

Master's Degree in Business Administration, social science or developmental studies t or a relevant field.

b. Minimum Professional Experience and Competency

- More than 5 years of working experience in the development field and minimum 3 years of relevant experience in program monitoring
- Experience in logical framework approach
- Excellent data analytical and interpretation skills
- Good understanding of TEVT sector of Nepal
- Understanding of conflict sensitive program management
- Good understanding of issues related gender, social equity and poverty alleviation and governance
- Result oriented personality/ maintaining deadlines
- Excellent interpersonal, inter-cultural competencies and team player
- Fluency in Nepali and English, both written and oral
- Proficiency in using office application software; ability to produce, understand and analyze standard database reports; use of statistical packages (e.g. SPSS) and efficiency in using communication applications.