



POSITION DESCRIPTION

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| Name: | Position Title: Project Officer |
| Department: | Reports To: |
| Direct Reports: | Location: |
| Key Result Area: | Duties and Responsibilities: |
| <p>1. MEAL</p> | <ul style="list-style-type: none"> • Ensure effective monitoring, evaluation, accountability & learning • Contributes to design and implementation of periodic evaluation activities including baseline/end line surveys, research & evaluation • Ensure that children, women & other vulnerable community members are actively participating in all MEAL activities • Participate in all other aspects of MEAL , for example surveys, baseline/end lines, evaluations, joints project monitoring, & reviews/lessons learned workshops/events. Assist the Head of Office through proper documentation & preparation of the activities corresponding reports. • Monitor & evaluate overall progress on achievement of results • Record, manage & preserve monitoring & evaluation data in a safe and accessible way • Conducts regular field visits to support monitoring & evaluation processes in the field label, data validation & monitoring of quality and completeness of data sets. Capture & document lessons learned as well as best practices. • Prepare detailed reports of all monitoring visits, mentoring session & meetings undertaken as part of program documentation • Analyse data collected for accuracy & make recommendations to Head of Office on project quality and areas of improvement in project • Facilitate the gathering of evidence-based knowledge on the positive and negative impact that the response is having over the communities targeted • Seek for context-specific and meaningful feedback from staff and programme participants • Assist in designing and conducting Post Implementation Monitoring Surveys (PIMS) |

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| | <ul style="list-style-type: none"> • Assist in designing, organizing & conducting project evaluations & project review |
| 2. Reporting | <ul style="list-style-type: none"> • Track performance of operations against Key Performance Indicators (KPI) • Deliver reporting using approved Service Delivery Report (SDR) template and Service Delivery Work plan (SDW) • Validate all data and information captured for accuracy • Complete reporting in line with PMER office deadlines and due dates • Deliver reporting as per Philippine Red Cross standard and guidelines • Provide through progress reporting continuous analysis of the achievements, facilitate project review, evaluation and audits • Review data and information collected identifying key themes, outcomes, and areas of opportunity • Ensure key issues and trends are included in reporting • Deliver monthly and annual reporting as required • Support program staff in organizing and managing seminars, workshops, press conferences and field visits as required |
| 3. Team Coordination & Support | <ul style="list-style-type: none"> • Liaison office between PRC NHQ, Chapter & Focal staff of the operation. • Coordinates the validated data from field to the Reporting & Communication Officer • Support the operations team as requested with additional reporting or administrative tasks |

Candidate/Position Holder

Immediate Supervisors Name

Print Name, Signature & Date

Print Name, Signature & Date