



JOB DESCRIPTION

Position Title: Senior Officer, PMER	Reports To: Head of Delegation, IFRC Country Office
Department: IFRC PMER	Supervises: 0 – 1
Purpose Statement	
<p>The Senior Officer, PMER (SO/PMER) is part of the IFRC Philippine Delegation and reports directly to the Head of Delegation. The SO/PMER is considered part of the senior management team of the delegation and is responsible to provide oversight and technical leadership of planning, performance-based management, monitoring, reporting and institutional learning.</p> <p>Under the supervision of the HoD, the SO/PMER is responsible for the following:</p> <ol style="list-style-type: none"> i. Monitoring, assisting, and supporting transparent, timely and accurate reports according to policy, procedure and donor requirements for all in-country emergency operations and long-term development programmes. ii. Ensuring quality data collection, collation, analysis and dissemination on program and, in collaboration with the Support Services Coordinator, secretariate KPIs. iii. Designing monitoring systems for all programs and on-boarding program and National Society Staff to implement and report on results. iv. Designing and, in conjunction with appropriate staff, implementing evaluations, then analysing and disseminating results to support learning and adaptation of administrative and programmatic systems for performance improvement. v. Design and lead planning systems and drafting of plans. <p>In undertaking these duties, the SO/PMER Officer will follow all appropriate IFRC standard policy and procedures.</p>	
JOB SPECIFICATIONS	
<p>Support continuous learning; design and maintain performance-based management systems, including:</p> <ol style="list-style-type: none"> 1. Enhance corporate learning and capacity by producing analyses of Delegation KPIs, providing regular feedback on performance, technical advice on organizational planning, monitoring and evaluation. 2. Provide technical leadership to design and maintain a performance management system. 3. Produce and disseminate performance-based management dashboards to support learning and to inform decision making. 4. Capture and disseminate learnings from monitoring, case studies and evaluations for evidence-based learnings 5. Responsible for planning and implementation of evaluation activities, both for emergency and long-term programmes, based on IFRC standard. 6. Coordinate with APRO PMER and PRC DMS-MEAL and PRC PMER to support evaluations for IFRC-supported response operations, including contribution to the evaluation databank. 7. 8. Contribute in the development of any evaluation term of reference where needed. 9. Participate as evaluation management team member when needed. 10. Be part of the evaluation team for internal review/evaluation when needed. <p>Planning</p> <ol style="list-style-type: none"> 11. Lead in coordinating the IFRC annual planning process, including reviews, revisions, feedback loops and outputs that reflect membership interest, particularly but not 	

- exclusively PRC.
12. With guidance of the operations manager and technical staff, support drafting and elaboration of funding proposals as well as concept papers to be submitted to institutional donor agencies.
 13. Undertake quality control of all plans ensuring that the relevant standards and formats are adhered to.

Ensure monitoring and reporting of progress in accordance with common indicators and quality standards:

4. Design or support and lead assessments activities.
5. Ensure current and quality design of monitoring plans to track progress of emergency and long-term programmes.
6. Support technical staff in conducting baseline and mid-line assessments for long-term programmes.
7. Contribute in the review or development of any M&E guidelines and tools where needed.
8. Coordinate tracking of annual plans and the results matrix; provide input and advice to improve coherence and quality.
9. Ensure and support the development of project/programme logical frameworks.
10. Provide feedback related to PMER on emergency appeals / DREFs and proposals.
11. Responsible for improving efficiency of monitoring and evaluation activities through innovations such as, but not limited to, Mobile Data Collection technology.
12. Ensure database (such as monthly snapshot, operations tracker and operation dashboard) for plans and reports is kept correct and up-to-date.

Reporting

13. Monitor and support timely delivery of standard IFRC reports for all emergency operations and long-term development programmes – including fact sheets, information bulletins, appeals, DREF operations, operations updates, and pledge-based, quarterly and final reports.
14. Facilitate and develop Federation-wide reports as needed.
15. Ensure quality control and final editing of all appeal- and pledge-based documents and reports, ensuring sound monitoring and evaluation practices.
16. Ensure onboarding of project managers for monitoring and evaluation plans.

Cross-cutting

17. Serve as Focal Point and aid in design, monitoring and capacity building related to community engagement and accountability, and protection, gender and inclusion throughout all levels of programming.
18. Deploy as PMER surge for response operation when required.
19. Liaise with counterparts from national societies, ICRC and external agencies within the context of tasks and responsibilities set in this job description.
20. Ensure effective working relationships with IFRC colleagues, National Society counterparts and leadership.
21. Represent the country office in meetings with external agencies, partners and other organisations.

National Society Development

22. Coordinate membership capacity building and provide technical support for PMER functions for capacity building, particularly around planning, data management, visualization and reporting.
23. Develop and lead training sessions/workshops for IFRC and National Society staff and



volunteers as needed.

Duties applicable to all staff:

1. Actively work towards the achievement of the Secretariat’s goals and objectives.
2. Promote a culture of continuous learning.
3. Lead recruitment and support of direct hires.
4. Perform any other work-related duties and responsibilities that may be assigned by the line manager.

JOB SPECIFICATIONS

Qualifications/Minimum Education: Graduate of College/University Degree in relevant subject related to position/role.

Personal Qualities and Skills:

- Good interpersonal skills
- Good command of English language both written and spoken
- Possess a positive attitude, resourceful, hardworking, trustworthy, and able to maintain confidentiality at all times
- Independent, pro-active and highly organised
- Self-supporting in computers with knowledge in MS Words and MS Excel.
- Good presentation (MS PowerPoint) preparation skills for different target audiences.
- Knowledge on visualization dashboard like Power BI, Tableau, etc.
- Knowledge on online data gathering using ODK, Kobo, Magpi, etc
- Skills in Training and Developing Staff
- Strong background in analysis of data, performance management, information and writing reports.

Work Experience:

- Minimum of 5 years’ experience in relevant sector.
- Experience working with in the humanitarian or development sector.
- **Experience designing monitoring systems, managing a data base and producing dashboard to support performance-based management**
- Demonstrated ability to interact and communicate with wide range of stakeholders both verbally and in writing;
- Experience in managing multiple and competing tasks while maintaining quality of deliverables within deadlines

Equipment Used: Computer, scanner, printer, telephone and satellite phone

Working Environment: Office Based with regular field deployment as required.

Key Contacts:

As required in relevant areas:

PRC NHQ Services, PRC Chapters, Community members & representatives, Government Agencies, Cluster / Coordination platform, RCRC Movement Partners and Other IFRC Offices

Core Values: Fast; Flexible; Focused; Forward Looking; Friendly; Respect for diversity; Integrity; Professionalism; Accountability

Core Competencies: Communication; Collaboration and Teamwork; Judgement and Decision Making; National Society and Customer Relations; Creativity and Innovation; Building Trust; Strategic Orientation and Building Alliances

All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.

Position Holder

Immediate Supervisor’s Name



Signature over Printed Name and Date

Signature over Printed Name and Date