JOB DESCRIPTION

Position Title:	Planning, Monitoring, Evaluation & Reporting (PMER) Officer
Office/Department:	Disaster Management Services
Reports To:	MEAL IM Unit Head, HD Manager & NLRC Country Lead
Supervises:	NA
Contract Duration:	5 months (until December 2020)

Purpose Statement

Partners for Resilience is composed of 5 Netherlands based members (CARE, Cordaid, the NLRC, the RCRC Climate Centre, and Wetlands International). The project seeks to harmonize policies for DRRM, climate change mitigation and adaptation, and environmental management & restoration by the stakeholders. It further envisaged creating an improved enabling environment for the adaptation of IRM that results to improved coordination between key agencies in managing disaster and climate risks and ecosystem degradation.

Among the staff identified by the project was a "Project Administrative & Finance Officer",however, after review of the requirements of the project, it was deemed necessary to hire instead a Planning, Monitoring, Evaluation and Reporting Officer who will provide reporting and technical support in all activities related to the implementation of the PRC-NLRC Partners for Resilience (2016-2020) Project, in accordance with the project goals and objectives. In support to the PfR team, he/she contributes substantively to the implementation of the project activities by providing support in the management of project inputs, technical and facilitative support in the project implementation, monitoring and evaluation.

The position will also assist the PfR team and the NLRC Country Representative on PfR-related admin, HR and other technical support in lieu of the recent resignation of NLRC's Sr. Admin Officer.

Key Result Area:	Duties and Responsibilities:
A. Coordination	• Work with the DPRR & MEAL Units and the PfR Project team in monitoring & providing feedback on the Partners for Resilience (PfR) project; • Support teams to ensure the project beneficiaries and communities are consulted as part of programme design, implementation, monitoring and reviews of programmes; • With managers and DM Unit Heads, agree ways of collecting feedback and complaints from communities, including gauging levels of satisfaction.
B. Reports Preparation and Evaluation	• Support the development and implementation of monitoring and evaluation plans for each programme component, including refining and developing indicators for measuring outputs and outcomes. • Prepares and submit monthly narrative, statistical report to DMS and to the donor. • Adhere to the PRC and NLRC's reporting requirements & agreed deadlines. • In collaboration with staff in developing tools and modules (including IRM module, case stories, etc.)

	• Oversees an output tracking database and beneficiary database and that key data on progress is available for reporting. • Undertakes monitoring visits to programme sites, validate the information being collected, and support field teams in the collection of information. • Leads project reviews and ensure a balance of quantitative and qualitative information is collected. Provide support with the design and implementation of internal/external surveys, end-line evaluations, lessons learned, and other exercises as needed. • Supports and initiate necessary changes from old PMER methods when they are no longer practical.
C. Other Technical & Admin Support	• Support project teams to ensure information about PRC and project activities are properly shared with communities we work with, to facilitate their participation in the processes of monitoring and evaluation. • Provides support in preparing for or holding of PfR Alliance meetings and workshops as requested by the PfR Country Lead; • Maintains a directory of and liaise with government agencies and partner NGO organizations, as needed. • Monitors developments related to PfR and updates the PfR team and NLRC Country Representative; • Assists in the monitoring, follow-up of PfR-related memos, payment requests, travel documents and related admin documents

JOB SPECIFICATIONS

Qualifications/Minimum Education:
College graduate equivalent of four or five years course in relevant degree or equivalent qualification

Personal Qualities and Skills:
• Knowledge of programme assessment, planning, monitoring and evaluation.
• Excellent computer skills, particularly in Microsoft Excel.
• Experience in basic data analysis skills.
• Excellent organizational and attention to detail.
• Fluency in English both written and verbal. Ability to speak local dialect is an advantage.

Core competencies
• Integrity and commitment to PRC Principles
• Ability to communicate both written and oral.
• Ability to provide instruction in a courteous manner.
Highly motivated and flexible

Work Experience:
• At minimum of two - three year experience in a similar position, including the collection of qualitative and quantitative data(collection, analysis and reporting).
• Experienced in working for a humanitarian aid organization.
• Experience in supervising needs assessments and surveys, in data analysis, and in coaching staff and facilitating training.
• Previous experience of working with communities, and using different participatory approaches.

Working Environment: 50 % Office Based (15% with DMS MEAL IM Unit assigned tasks) and 50 % Field Based
Equipment Used: Computer, scanner, printer, copier, telephone and fax machine
Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners
Core Values: Fast, Flexible, Focused, Forward Looking and Friendly
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:

_____   **LEONARDO P. EBAJO, DMS Director**
Signature over Printed Name and Date   Signature over Printed Name and Date