



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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.)