



MINISTRY DESCRIPTION

Title: Monitoring and Evaluation Director
Department: International Program (IP)
Reports to: Chief Of Staff or Designee

Schedule: Regular, Full-Time
FLSA: Exempt

Ministry Function:

The Monitoring and Evaluation Director provides technical leadership, oversight and strategic direction for monitoring and evaluation (M&E) activities for the International Program of Convoy of Hope. The M&E director will be responsible for designing and implementing the M&E framework in close collaboration with IP leadership to ensure high quality and timely inputs and outputs for assuring the success of program activities.

Essential Duties and Responsibilities:

1. Develop and strengthen monitoring, data collection, inspection and evaluation procedures. Improve and implement a fully-functioning monitoring and evaluation system.
2. Monitor all program activities and progress towards achieving the project outputs and indicators as set forth by COH leadership. Recommends further improvement of the logical framework for program centers and partners.
3. Facilitate field audits in coordination with Regional Leaders (RL).
4. Provide feedback to the RL on project strategies, sustainability and activities of in-country programs through routine audits. Suggest strategies for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.
5. Work closely with IP Regional Leaders to develop monitoring questions, efficient monitoring methods, and ensure accuracy of data.
6. Report monthly, quarterly, half-yearly and annual progress on all project activities to the RL.
7. Develop M&E logical framework, including indicators and outputs, to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all program activities.
8. Supervise and manage the M&E team (currently the M&E Coordinator and Data Coordinator) to design and implement project M&E activities, ensuring that lessons learned are integrated into program implementation to continuously improve quality of programming and outcomes.
9. Use data to contribute towards IPL strategic decision-making and planning.
10. Ensure quality of data through data verification procedures, including routine audits.
11. Ensure protection of participant data and confidentiality.

12. Provide data, information and statistics for quarterly, annual and other reports to COH leadership.
13. Assist the program centers with M&E tools and supporting them in their use.

Required, Knowledge, Skills, and Abilities:

1. Master's degree or higher in public health, demography, statistics, social sciences or related field or equivalent experience preferred.
2. Minimum of five years of work experience in monitoring and evaluating large, multi-year international health sector development projects.
3. Proven expertise in quantitative and qualitative methodologies, operations research, health management information systems, reporting, data quality assessments, data analysis and presentation
4. Demonstrated strong management, coordination, teamwork and planning skills.
5. Strong technical skills, including ability to process and analyze data using one or more statistical software packages.
6. Demonstrated outstanding leadership, strategic thinking, organizational, team-building, and representational skills
7. Excellent verbal, written interpersonal and presentation skills.
8. Ability to travel nationally and internationally
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

This position directly supervises departmental staff, and any interns or volunteers assigned.

Created: November 17, 2018