

JOB DESCRIPTION: PEACE Monitoring & Evaluation Officer

PEACE Program

JOB TITLE: Monitoring & Evaluation Officer

POSITION LOCATION: Alexandria, Egypt

JOB DESCRIPTION: Responsibilities: The Monitoring and Evaluation Coordinator will be responsible for implementation of a variety of activities that ensure responsible and effective program implementation by PEACE Project and its grantees. The M&E Coordinator will be responsible for design and implementation of PEACE M&E system, according to Counterpart standard methodologies. The M&E Coordinator will work closely with other program staff to ensure rigorous monitoring and evaluation of PEACE grantees, training and other program interventions

JOB RESPONSIBILITIES: Under supervision of the Chief of Party, the incumbent will perform the following tasks:

- Advise in the design, development and implementation and program monitoring and evaluation of grant making authority and grant management policies;
- Help design the structure of the grants program and contracts and related activities under this project,
- Provide policy guidance and interpretation for program staff as well as sub-grantees;
- Oversee the activities under the grants program and contracts to ensure compliance with the terms of the grants applications and Scope of Works (SOW) of the contracts, analyze and evaluate grant applications, proposals and awards;
- Work with respective specialists to monitor and evaluate partner activities and impacts under the grants programs and contracts.
- Design and implement Monitoring and Evaluation Systems and procedures, according to Counterpart standard methodologies.

REQUIRED QUALIFICATIONS:

- BA degree in Law, Political or Social Sciences;
- Professional experience in Grant Management;
- Experience in Monitoring & Evaluation preferred;
- Fluency in spoken and written English and Arabic;
- Experience working/implementing USAID funded projects;
- Excellent communication and organizational skills.
- Advanced computer skills, including Microsoft Word, Excel (spreadsheet) and Microsoft Outlook programs.

