

Posting Title : Monitoring & Evaluation Officer (LFO), E
Job Code Title : Monitoring & Evaluation Officer
Department/ Office : UNRWA - Programme Infrastructure/Engineering
Location : BEIRUT
Posting Period : 3 March 2021-16 March 2021
Job Opening number : 21-ADM-Programme Infrastructure/Engin-149939-R-BEIRUT (R)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

Under the direct supervision of Project Manager – Cash for Work.

Responsibilities

- a- Develop and strengthen monitoring inspection and evaluation procedures with analyzing and discussing findings based on regular monitoring data;
- b- Monitor all KFW project components and activities, expenditure and progress towards achieving the project output together with providing support on M & E evidence-based recommendations to the relevant project manager and stakeholders;
- c- Develop monitoring and impact indicator for the project success through conducting baseline surveys and preparation of formatted questionnaires to survey quantitative and qualitative information;
- d- Monitor and evaluate overall progress on achievements and results throughout the period of the project with monitoring the sustainability of the project results;.
- e- Provides feedback to the project manager on project strategies and activities, and suggests strategies to the project management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing the project activities and developing plans to minimize or eliminate it;
- f- Reports monthly, quarterly and annual progress on all project activities to the project manager or and other concerned units and programmes;

g- Develops indicators and targets and a monitoring strategy for the project performance and identifies resources of data and collection mechanisms;

h- Works with all stakeholders and the team to ensure the collection of relevant data needed for an effective M & E system to be utilized in monitoring strengths, weaknesses and gaps in existing activities;

i- Undertake field-monitoring missions to assess progress of the project implementation using standard monitoring and evaluation tools and methodologies;

j- Performs other duties as may be required.

Competencies

Ability to conduct surveys, collect and organize information and produce relevant recommendations;

Ability to work well in multi-cultural contexts;

Creativity and ability to take initiative;

Ability to work under pressure;

Ability to coordinate with community sector and be convincing.

Education

A University degree in Social Sciences, Operational Research, Statistics, or related field from a university recognized by UNRWA.

Good working knowledge in the use of standard office software and specialized computer applications related to construction industry in general.

Work Experience

At least three years relevant professional experience,

Languages

.Excellent command of English and Arabic.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Type of contract and duration: Limited Duration Contract (LDC) Band E for 06 months, with the possibility of further extension, subject to availability of funds, satisfactory performance and continuing need

UNRWA is committed to achieving gender parity at all levels of staffing under the current

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United Nations Considerations

Staff members are subject to the authority of the Commissioner-General of UNRWA and to assignment by him or her.

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups.

At UNRWA, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNRWA is committed to creating a diverse and inclusive environment of mutual respect. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

UNRWA Considerations

UNRWA staff are expected to uphold the highest standards of efficiency, competence, neutrality, impartiality and integrity. This includes respect for and commitment to human rights, diversity and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. Candidates will not be considered for employment with UNRWA if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. The Agency may disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List.

UNRWA is a non-smoking work environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, [inspira](#). For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the [inspira](#) account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable

internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.