

GUYANA WATER INC.

JOB DESCRIPTION

Job Number: CE - 015
Job Title: Monitoring & Evaluation Officer
Location: Head Office
Department: Chief Executive's Secretariat
Report to: -
Supervises: -

Description

The Monitoring and Evaluation (M&E) Officer, will support and oversee data collection, collation, analysis, and reporting, ensuring that data is of high quality. He/she will support the development of a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Utility. He/she will also provide technical assistance to the departments, particularly in relation to monitoring and evaluation, and reporting.

Main Duties and Responsibilities

- Assist in the review of the utility's strategic plan, particularly in the areas of performance indicators and their measurement.
- Contribute to the monitoring of all project activities, expenditures and progress towards achieving the Sustainable Development Goals (SDGs).
- Assist in the development and/or finalization of the project/programme performance report and keep the report updated in accordance with project activities and timeframes.
- Examine the quality of existing data in the utility's databases, review the methods of collecting the data, and the degree to which

data will provide good baseline statistics for impact evaluation and evidence-base planning.

- Provide inputs, information and statistics for quarterly, annual and other reports.
- Participate in annual reviews, workshops and assist in preparing relevant reports.
- Perform any other duties within the scope of the position as required.

Implementation of M&E and coordination:

- Collect data on a regular basis to measure achievement against the performance indicators.
- Analyse data quality with departments and independent sources where necessary.
- Support project progress reporting, project mid-term review and final evaluation.

Communication:

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the supervisor with management information she/he may require.
- Review the monitoring data on a timely basis and submit daily, weekly, fortnightly monthly reports to fill any gaps.

Qualifications

- Degree in Business Administration, Economics, Statistics, or related field.
- 5 years of experience in monitoring and evaluation
- Experience in designing tools and strategies for data collection, analysis and production of reports.

- Proven ICT skills, especially in MS Office, database software, and data analysis
- Ability to multitask.
- Knowledge of M&E and development issues
- Excellent written and oral communication skills
- Ability to respond positively to critical feedback and different points of view.