



## ORGANISATION OF EASTERN CARIBBEAN STATES

### VACANCY

#### Head Monitoring and Evaluation

The Organisation of Eastern Caribbean States (OECS) is the inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance between countries and dependencies in the Eastern Caribbean. [Read More...](#)

Applications are invited from suitably qualified nationals of Member States of the Organisation of Eastern Caribbean States (OECS) to fill the post of **Head Monitoring and Evaluation** in the Programme Management Unit based in Saint Lucia.

The Senior Monitoring and Evaluation will provide leadership and support to Commission on design and execution of M&E activities including, tools and methods that monitor and assess programme progress towards programmatic and organizational goals. The officer will provide timely and relevant information to Leadership Team and inform strategic, programmatic and resource-allocation.

#### JOB SUMMARY

##### Governance

1. Establish the office structure for M&E coordination
2. Establish and drive M&E policies, procedures and standards for the Commission in keeping with the international best practices
3. Oversee, monitor and assess the organisation's performance and report and share findings on a monthly, quarterly and annual basis with the Leadership Team and HOU's
4. Develop and inform M&E approaches and strategies as required for the Commission's work being implemented
5. Manage the M&E Staff of the Commission to ensure delivery of M&E goals

##### Leadership

1. Provide technical leadership for the OECS M&E Practice, providing technical guidance and direction for and review of M&E activities and resulting deliverables, including reports
2. Serve on the M&E Working Group as Team Leader;

3. Drive continuous development of Staff M&E Skills through training, mentoring and guidance and contribute to knowledge and understanding of M&E initiatives implemented

### Monitoring and Evaluation

1. Develop methodology, tools and protocols for M&E and manage an effective centralized, participatory M&E System
2. Oversee and provide technical guidance to Units/Project Managers on evaluation activities
3. Lead, promote, and adhere to technical M&E oversight on assigned projects including: project design, project M&E implementation, monitoring, and deliverables
4. Collaborate with the PMO and contribute technical expertise to new business initiatives including proposal development and serve as a technical lead to units in the development of Project M&E Frameworks
5. Ensure that detailed M&E Frameworks, particularly in the areas of the objective hierarchy and indicators are prepared in a timely and transparent manner
6. Develop strong working relationships with key personnel to ensure data availability for indicators identified in annual work plans and budgets and drive consistent work plan monitoring
7. Provide guidance to the Head, Programme Management Unit on actions necessary to drive/amend AWPB to achieve strategic priorities
8. Support the Commission's project portfolio (PMU) monitoring and evaluating frameworks and all M&E deliverables
9. Assist in the preparation of the Organisation's work plan by providing advice on procedures and/or proposing elements necessary for inclusion
10. Collaborate with PMU to assess lessons learned and drive innovative practices to further improve processes and procedures within the Commission.

Undertake other duties and responsibilities, commensurate with the grade of the post, properly directed by the Head of Unit.

### **TECHNICAL AND PROFESSIONAL COMPETENCIES**

The ideal candidate should meet the following criteria:

#### Education and Training

The ideal candidate should have:

- A degree in in social development, statistics, management or equivalent
- PMP certification is an asset

#### Work Experience

- At least seven years' experience working on projects in the development of M&E systems and/or performance based management
- At least 3 years' experience in planning and executing M&E activities

- Experience in development of M&E tools
- Analytical and research skills
- Demonstrated excellence in interpersonal communication skills, with a strong emphasis on verbal and written communication

### Role-Specific Competencies

The holder of the post should possess the following competencies:

- Drive with Purpose and Vision
- Create an Environment of Trust
- Builds Effective Teams
- Ensures Accountability
- Demonstrates Decision Quality
- Communicates Effectively

### **Terms of Appointment**

The position is on the permanent establishment subject to satisfactory annual reviews. Salary will be commensurate with qualifications and experience and exempt from income taxes. In addition to the basic salary, the post attracts housing and vehicle allowances. The Officer will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme. Reasonable location expenses will be reimbursed where applicable.

### **Application procedures**

Applications are to be submitted for the attention of: **The Human Resources Unit, Post Head M&E, OECS Commission, Morne Fortuné, P.O. Box 179, Castries, Saint Lucia** and should reach by **16<sup>th</sup> March 2018**.

Applications should include Curriculum Vitae stating nationality as well as the contact information of the present or most recent employer and that of two referees. Copies of relevant certificates should be submitted with applications.

Applications can also be sent via e-mail to [jobs@oeecs.org](mailto:jobs@oeecs.org)

Only applications under consideration will be acknowledged.