Nepal Red Cross Society

Integraated Community Resilience Project

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| **Job Description** |
| **Job Title** | PMER Officer |
| **Service Type**  | Contract based Staff |
| **Classification of level** | 6th Level |
| **Place of Work**  | Community Development Department, National Headquarters Kathmandu |
| **Working Hour** | 42 hours per week |
| **Immediate Supervisor’s Title** | Program Manager |

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| **Job purpose:**The purpose of this job is to coordinate overall PMER function in CDD being a focal point to ensure credible, reliable, timely and cost effective planning, M&E and reporting system. The role is particularly responsible for steering PMER in ICRP. This will result in better information for management decisions and strategic planning along with organizational learning and accountability.**Role and Responsibilities:**1. **Planning**

Review the overall quality and consistency of CDD project/programme plans for logic, coherence, clarity and provide feedback and assistance to improve, paying attention to such concerns as:* Prepare PMER action plan of CDD in line with NRCS PMER-IM framework,
* Ensure project/programme plans are in line with NRCS strategic plan,
* Ensure programming is informed by assessment,
* Employ a sound and clear logical framework along with sound and practical indicators to provide evidence,
* Ensure realistic planning of CRP at HQs and district level.
1. **Monitoring and Evaluation**
* Support CDD staff and district chapters to set up and maintain appropriate and robust M&E systems for all programme activities,
* Support monitoring and evaluation processes using standard tools and provide guidance to staff and district chapters in their use,
* Routinely perform quality control checks of monitoring and evaluation work, overseeing that planned monitoring and activities are taking place,
* Design, carry out and/or supervise consultants conducting baseline, periodic reviews and evaluations across all programme areas,
* Ensure implementation of CRP in line with IFRC framework for community resilience and NRCS community development and resilience policy and guideline,
* Ensure CRP has proper M&E plan in place and monitoring and evaluation activities are carrying out in line with the plan,
* Help promote sharing of lessons learned from programme monitoring and evaluation to improve future programme selection, design and implementation,
* Liaise and coordinate with PMER-IM Division in HQs to standardize PMER-IM requirements, including formats and procedures,
* Contribute on robust information and knowledge management of the project/programme and department as a whole.
1. **Reporting**
* Undertake quality control and final editing of all reports and documents generated at CDD,
* Ensure all project reports reflect sound monitoring and evaluation practice and are concise, accurate, clear and informative,
* Collect project reports from district in timely manner and ensure partner reporting requirements and deadlines are met,
* Liaise closely with Finance Department for validation of financial reports,
* Keep track of deadlines for documents and reports,
* Finalize CRP reports ensuring quality, credibility and partner requirements.
1. **Organizational Learning, Documentation and Capacity Building.**
* Provide regular feedback to improve quality of documents generated from CDD,
* Codification of knowledge and skill among PMERs and enhance environment of learning, sharing and replication of lesson learned/best practices,
* Promote and strengthen the understanding of the importance of Planning, M&E and Reporting within the programme teams and the use and/or analysis of M&E system during program design and implementation,
* Build PMER capacity of all programme and district staff through training and on the job support,
* As part of the learning function, seek to identify learning points across the range of programmes implementing through CDD and district chapters, and identify opportunities to share this learning through meetings, workshops, reports, social media etc,
* Design and carry out assessments and research exercises as appropriate,
* Provide documentation on case studies and success stories disseminate where appropriate.

**Coordination:*** Coordinate together with districts project team.
* Coordinate with PMER and IM division, other department's focal person.

**4 Administration and financial management*** Ensure appropriate usage of office equipment and supplies.
* Oversee district level PMER-IM related activities.

 **Human resource management and development*** Manage district PMER assistant motivation level.
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**Position Requirement**

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| **Education** | **Required** | **Preferred** |
| Bachelor Degree in related field and minimum 5 years of experience  in the field concerned | x |  |
| **Experience** |  |  |  |
| Minimum 3 years of experience in the field concerned | X |  |
| Demonstrated ability to work in a team environment  | X |  |
| **Knowledge and Skills** |  |  |
| Excellent verbal communication skills  | X |  |
| Familiar with software based PMER-IM system |  |  |
| Demonstrated ability to take initiative and work under pressure |  | X |
| Good in working in coordinated environment with government and other external stakeholders | X |  |
| **Languages** |  |  |
| Excellent in written and Spoken Nepali | X |  |
| Good command of written and spoken English | X |  |