## JOB DESCRIPTION - Senior Manager, Monitoring and Evaluation

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<th>Position</th>
<th>Senior Manager, Monitoring and Evaluation</th>
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<td>Supervisor</td>
<td>Senior Director M&amp;E</td>
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### Position Summary
EDC seeks a Senior Manager, Monitoring and Evaluation to lead the design and implementation of a monitoring and evaluation data collection and data management system for project team. This position reports to Senior Director M&E. This position is located in Islamabad.

### Essential Job Functions
- Establish monitoring and evaluation system using EDC M&E Toolkit;
- Lead the development and implementation of project’s M&E plan;
- Design the monitoring and evaluation tools and forms;
- Develop data collection procedures;
- Lead the development of the evaluation design, tools, protocols and procedures;
- Oversee monitoring and evaluation data collection activities, including logistics of form distribution and collection;
- Oversee data processing, including data transfer, entry, verification and cleaning;
- Ensure forms are filed according to compliance protocols;
- Oversee internal communication on M&E progress and results;
- Manage M&E staff and consultants as directed by Senior Director M&E;
- Train data collection and other M&E staff as needed;
- Conduct data quality assurance checks;
- Oversee M&E database setup and management;
- Conduct qualitative and quantitative data analyses;
- Generate data reports in compliance with USAID procedures and agreements in the award;
- Lead preparation of evaluation reports;
- Develop and implement a research agenda;
- Draft M&E reports for the Senior Director M&E in compliance with USAID procedures and agreements in the award;
- Ensure effective communication between M&E team, project staff, partner teams, and home office;
- Prepare communications for stakeholders based on M&E data;
- Mentor and build the capacity of the junior M&E staff;
- Provide other management and support to M&E team as needed.

### Education
- Master’s Degree in Social Sciences or equivalent
| Experience | 10 years relevant experience;  
Minimum of 4 years of supervisory and management experience;  
Competence in qualitative and quantitative study design and implementation as demonstrated in the samples of previous work;  
Extensive experience with monitoring program implementation using qualitative and quantitative approaches;  
Experience using data analysis packages such as SPSS and database management systems, preferably Access and Excel;  
Experience in developing and coordinating data collection, processing and analysis systems; |
| Skills | Strong organizational, communication, computer, leadership, and interpersonal skills;  
Good technical writing skills;  
Ability to work effectively with diverse stakeholders. |

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.