

JOB VACANCY ANNOUNCEMENT

The Japanese Counterpart Value Fund (JCF) Secretariat funded by the Government of Japan at the Ministry of Foreign Affairs of the Republic of Liberia is seeking for a qualified candidate to fill the position of Monitoring and Evaluation (M&E) Officer at the Secretariat Ministry of Foreign Affairs

The Government of Japan under its Oversea Development Assistance (ODA) is providing support to Liberia socio-economic recovery programs thru its Grant Commodities Monetization Programs. Under this program, the Government of Japan provides KR Food Aid (rice) and Non-Project Grant Aid (NPGA) petroleum products for monetization; and the proceeds therefrom are fully utilized to fund economic recovery projects in Liberia.

Scope of Services: The Monitoring and Evaluation Officer will be responsible for ensuring that the Japanese Counterpart Value Funded Projects -work plans, implementation schedules, project budget execution, verification of projects' Bill of Quantity (BoQ) and key milestones that are necessarily requirements to enhancing projects implementation are timely submitted to the Ministerial Steering Committee (MSC). The M&E Officer will endeavor to carry out the following broad functions:

Description of Task:

1. Follow-up with the line ministries/agencies implementing the Japanese Counterpart Funded projects and providing technical assistance and expertise in the execution of the Japanese funded projects and Commodity Grants monetization programs.
2. To develop the logical Framework Matrix for any proposed funding projects that will be submitted to the Government of Japan for approval for the utilization of the Japanese Counterpart Value Fund.
3. Provide input into the design, plan, and budget preparation of all Japanese Counterpart Value Funding (JCVF) Projects and conduct special study that may be required for the project and any grant assessments.

4. Support the preparation of reports such as Performance Plans and Reports, Operational Plans and Budget Justifications for any future Japanese Counterpart Funded Projects.
5. Assist in the monitoring and evaluation of the implementation of activities that may involve reviewing work plans, quarterly reports, participating in field visit, project initiation and initiating regular portfolio review that contributes to the program evaluations.
6. Contribute to the planning of new activities that support the desired results under JCVF Secretariat –this includes providing input into assessments, project appraisal and scope of work for the new activities
7. Work as a point of contact for evaluation at the Secretariat and provide guidance to the technical teams on issues relating to monitoring and evaluation of the Japanese Counterpart Value Funded Projects, including the monetization of the Japanese Grant Commodities.
8. Develop regular review and disseminate a monitoring and evaluation framework taking account of all aspects of the Project(s) implementation including outputs and outcomes, program(s)/Project(s) plans, risk management, change management and sustainability plans as well as key donors agreements and requirements.
9. Coordinate preparation of annual work plans and any other plans for program(s)/Project(s) implementation.
10. Working with Program(s)/Project(s) Components, coordinate and compile Program(s)/Project(s) wide M&E reports within the agreed work plans and M&E framework, and identify and highlight shortfalls in achieving agreed targets and where possible originate proposals to deal with causes of such shortfalls.
11. Critically monitor the implementation of the Risk Management plan, the Sustainability plan and Change Management Plan, and identify and raise issues for resolution timely to the Component Managers and the Program(s)/Project(s) Coordinator on a timely basis.

12 . Risk Management Implementation Status

13. Follow up all contracts under the program(s)/Project(s) to ensure that they are implemented in accordance with the terms therein.

14. Undertake any other duties incidental to the above as may be assigned by the coordinator of the Japanese Counterpart Value Fund Secretariat and the Ministerial Steering Committee (MSC).

Outputs

- (i) Approved outputs and reports of consultants.
- (ii) A Program(s)/Project(s) M&E framework implemented
- (iii) Progress and M&E reports in line with the approved M&E framework

Qualifications and Experience

1. A good first degree in Public Administration, Accounting, Commerce, Economics, Statistics, Business Administration or a related field, together with an advanced degree or other post-graduate training, monitoring & evaluation. (Postgraduate training in project planning & evaluation, economics or business administration is an added advantage).
2. Must be computer literate with a good understanding of the Government Financial Management Systems and work out modalities for dealing with government inter-departmental/ministry issues.
3. Professional qualification in accounting is an added advantage.
4. Good communication and interpersonal skills. Ability to plan, organize, solve problems, implement, monitor and evaluate tasks and to deliver outputs to meet required deadlines; ability to relate well with a multiplicity of stakeholders; self-motivated and team worker, and of demonstrable and unquestionable level of integrity.
5. Excellent report writing and communication skills, Computer literacy and ability to effectively use personal computers and office information technology equipment, as well as Microsoft Office Applications.
6. Strong ability to organize and prioritize workloads, meet deadlines and targets.
7. Strong interpersonal and negotiation skills and with a demonstrated ability to work as a team member.

Contract Arrangements

The Monitoring and Evaluation Officer will be contracted for an initial period of two (2) years.

The appointment may be extended for extra periods on an annual basis through to the completion of the Program(s)/Project(s) depending on need and satisfactory performance.

Interested persons are asked to submit their letters of intent to the following address on or before April 30, 2018

Human Resource Manager Ministry of Foreign Affairs