POSITION DESCRIPTION

Position Title: **Monitoring & Evaluation Coordinator**

Reports to: **Program Management Unit Manager (PMU)**

Location: **Ministry of Foreign Affairs, Monrovia, Liberia**

The Ministry of Foreign Affairs (MOFA) is seeking a qualified Liberian Monitoring and Evaluation (M&E) Coordinator for strengthening the M&E system of the Program Management Unit (PMU) of MOFA in Liberia. The purpose of the M&E office is to enhance the functions of the PMU to sustainably deliver improved quality services that are responsive to the needs of the Ministry of Foreign Affairs, the population and the foreign embassies/missions. The activity of the M&E coordinator will seek to achieve the following expected results:

- Provide technical and methodological support for the development and implementation of M&E system of the Ministry of Foreign Affairs of Liberia to ensure data quality, thus allowing MOFA to create sustainable change.
- The M&E Coordinator should bring significant experience and fresh ideas to improve the data collection processes, ensure the quality and relevance of M&E activities across Foreign Embassies/missions, projects and programs, conduct analysis, and provide recommendations to enhance MOFA M&E system.
- The M&E Coordinator will ensure that key project activities within MOFA are well documented, reported and achieved accordingly.

OVERALL RESPONSBILITIES:

Technical support and system development

- Identify MOFA's needs in terms of M&E and propose improvements based on best practices, donors' requirements, and evaluations.
- Support the improvement of data collection, monitoring methods and databases; while ensuring they operate in line with MOFA values, mission and strategic objectives.

❖ Contribute to the creation or adaptation of easy-to-use tools and procedures for an effective M&E system measuring the impact of activities and directly support teams to implement them.

❖ Work closely with staff of the Ministry to ensure that M&E becomes an integral element of project design, planning and implementation, leading to improved quality, accountability, management and impact.

QUALIFICATIONS:

❖ At least a bachelor's degree in management

❖ Good knowledge and skill in Microsoft word, excel and PowerPoint

❖ Ability to establish and sustain professional relationships with government counterparts and build productive partnerships, especially with foreign governments and embassies

❖ Substantial experience with Liberia's existing mechanisms and approaches for leadership, management and governance.

❖ Well-developed planning, implementation, and project management skills and flexibility to adapt to changing priorities and deadlines.

❖ Experience leadership, management and governance projects supported by bilateral agencies.

❖ Willingness and ability to travel within Liberia as needed.

Application Process

Interested candidates are invited to submit their application, including a cover letter, detailed resume, and copies of relevant academic and professional qualifications, to the following address:
Office of the Human Resource Director, Ministry of Foreign Affairs, Liberia
Capitol Hill, Tubman Boulevard, Monrovia, Liberia

Email: **hr@mofa.gov.lr**
Deadline for Applications: **November 30, 2025**

Note: Only shortlisted applicant will be contacted
Female are encouraged to apply.

The Ministry of Foreign Affairs is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join us in shaping the future of Liberia through effective diplomacy and international cooperation.