

About Civil Society Support Program (CSSP):

The Civil Society Support Programme (CSSP) is a non-profit civil society organization which emerged as a response to the challenges facing the civil society of Pakistan, with regards to the fight against poverty, social injustice, and governance issues. It was established in 2005 and received registration under Society act. CSSP is aimed at socio-political transformation of citizens and institutions through organizing, educating, engaging and empowering citizens for a democratic, just and peaceful society. This will be achieved by diversifying the efforts of different stakeholders including youth, civil society organizations, media persons, academia, researchers, lawyers, trade unions, and elected representatives through lobbying and advocacy for policy reforms and implementation.

CSSP operates across the country through its main office situated in Hyderabad, Sindh and field offices in Dadu, Sukkur, Mithi, Umerkot, and Islamabad. For more information, please visit www.cssp.org.pk

Position Summary:

Position Title	M&E Officer
Unit/Department	Planning, Monitoring, Evaluation and Reporting (PMER) Department
Direct Supervisor	Manager PMER
Contract Duration	06 Months (Extendable)
Duty Station	Karachi

Overall Purpose of Job:

“**Monitoring & Evaluation Officer**” is responsible for monitoring and evaluation of results and impact of the project and for providing a basis for evidence-based decision making on necessary amendments and improvements to the project interventions. In addition, s/he will promote accountability for resource use and document, provide feedback on and disseminate lessons learned.

Duties and Responsibilities:

- Provide Support to Project Coordinator in tracking the project on regular basis including the tracking of outputs and activities
- Update the Indicator status sheet on regular basis with necessary MoVs
- Create the Data collection system at field level and regularly update the data sheets

- To prepare the data base of youth volunteers and update the management about the training and replication data each youth volunteer wise
- Prepare consolidated progress reports for the Management including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations;
- Undertake regular visits to the fields to support implementation of monitoring and evaluation, check the quality of data produced, and to identify where adaptations might be needed; monitor the follow up of evaluation recommendations with Programme Managers;
- Update Log frame instruments and check the compliance as per agreement with donor
- Conduct the M&E visits to the field area and submit the report to the Senior Managers

Experience:

Minimum 3-4 years of experience in monitoring and evaluation

Education:

Minimum Master's degree in Social Sciences or equivalent.

Skills:

- Strong analytical and report writing skills
- Proficiency in English language, both in writing and verbal communication
- Knowledge and expertise in community mobilization
- Command on MS Office and MS Excel
- Persuasive and Goal-driven

Personal Competency / Quality:

- At ease in working in a small structure, start-up-type, where tasks and responsibilities are in constant move.
- Able to operate in a multicultural environment
- Adaptive, Patient, resilient and flexible
- Pro-active and solutions oriented
- Ability to work under time pressure

How to Apply:

Please send your application to hr.recruitment.ngo@gmail.com by or before **Monday, January 16th, 2017**

Your application MUST include:

- A covering note explaining your interest and suitability for the position. Please do explain how your skills match the competencies detailed in the job description.
- Your CV (not more than 3 pages) highlighting academic qualification, experience in NGO, Experience of M&E and relevant experience in data collection, data entry and reporting
- Current Compensation

Please note that only shortlisted applicants will be called for test and interviews. Both male & female applicants and disabled youth are encouraged to apply.