Hashemite Kingdom of Jordan

Ministry of Education

Job Announcement

**Monitoring & Evaluation & Reporting Officer**

(1-3 years funded by the Joint Financial Agreement – Canada, Norway, UK, and USA)

In February 2016 the Ministry of Education launched the ambitious “Accelerating Access to Quality Education for Syrian Children Programme” at the Supporting Syria and the Region Conference held in London. 18 months on 7 donors have joined together with the MoE in support of the Jordan Compact Education Commitment “all children in quality education regardless of nationality”.

Whereas the MOE has committed itself to provide education services for the benefit of Syrian and Jordanian students in the country (the Programme). Donors in turn have committed themselves to support the Education Fund with technical and financial assistance as requested by the MOE.

The below is a job description for immediate surge support to the Ministry of Education to support technical and financial planning, monitoring, reporting, and coordination for improved educational opportunities for children in Jordan. The M&E and Reports Expert will report to the Senior Programmes Manager (SPM) in the Development Coordination Unit coordinating closely with the Planning Department ensuring the best outputs within the scope of his/her work

**Responsibilities**

* Support the SPM on all financial and technical progress reporting ensuring compliance with donor agreements.
* Establish and maintain action plans for delivery of programme activities in coordination with the SPM, DCU and Planning Department.
* Support measures and methods for all activities and programme continuous evaluation.
* Support the Ministry’s compliance with the Common Results Framework including: setting annual target and performance indicators, 6 monthly updates, support to the external evaluation, for all the project components.
* Support the follow up to recommendations form the 6 monthly progress reports, and external evaluations of the CRF.
* Upon request, support project evaluations and report to Steering Committee meetings and Higher Committee Meetings with his Excellency the Minister of Education.
* Coordinate with the Procurement team remedial plans for potentials delays.
* Design and coordinate field monitoring at school level reporting findings in technical and financial reports, CRF, and quarterly steering committee meetings.
* Lead the drafting of the technical and financial reporting.

**Qualifications**

* The M&E and Reports Expert should have an experience of a minimum of 5 years in Monitoring and Evaluation and .
* Knowledge of the Public sector is desirable.
* Working experience in an educational institution or a school and/or in an educational project.
* Ability to work in teams, to lead and to motivate staff in the implementation of projects in a results-based format.
* Computer literacy and knowledge in MS Office is mandatory.
* Excellent interpersonal, written and oral communication skills (English and Arabic, French is a plus).

**Interested applicants are asked to send their resumes to DCU.Secretary@moe.gov.jo by Apr. 30th, 2018**