



UEGCL
Generating for Generations

JOB DESCRIPTION – MONITORING AND EVALUATION OFFICER

JOB TITLE: MONITORING AND EVALUATION OFFICER	WORK CENTER: HEAD OFFICE
SUPERVISOR TITLE: MANAGER HESD	DEPARTMENT: PROJECTS
Job Summary: Description of the purpose of the job	
To provide cutting edge performance solutions geared towards realization of UEGCL Social interventions and Community Development Projects objectives.	
Key Responsibilities: Brief description of duties or the responsibilities for the job	
<ol style="list-style-type: none"> 1. Implement and institutionalize an effective Monitoring and Evaluation system for land acquisition, resettlement, livelihood restoration and community development projects. 2. Coordinate and organize regular monitoring and evaluation activities, including internal progress monitoring, audit of compliance and completion, and outcome evaluation 3. Prepare progress reports regarding implementation of community development initiatives 4. Develop and maintain a credible and robust operating performance database to enable comprehensive assessment of efficiency and effectiveness of company social interventions 5. Conduct performance evaluation of company interventions and ensure prompt feedback to management. 6. Develop and continuously review M and E systems in line with best practices. 7. Initiate and coordinate studies, surveys and reviews on social aspects of concern related to projects implementation. 8. Coordinate activities towards driving comparative advantage, best-practice benchmarking and knowledge sharing, both internally and externally 9. Undertake field monitoring missions to assess progress of project implementation using standard monitoring and evaluation tools 10. Provide appropriate and facilitative administrative follow up actions to ensure effective application of monitoring and reporting tools. 11. Monitor all community project activities, expenditures and progress towards achieving the project output. 12. Monitor the implementation of social management plans for projects. 13. Monitor project level progress and assessments. 	
Contacts/Liaise With The Following Offices:	
<i>Internally</i> <ul style="list-style-type: none"> • Chief Projects Officer • Project Managers • Manager Health, Safety, Environment and Social Development • Manager Cooperate Affairs 	

- Public Relations Officer
- Sociologists
- Environment Officers
- Health and Safety Officers

Externally

- Contractors and consultants
- Development Partners
- Partner organizations
- Community

Education and Professional Requirements: The minimum education level required to perform this job.

- Graduate Degree in Social Sciences, Social Work and Social Administration, Environment Management.
- Postgraduate qualification in Project Planning and Management, or Monitoring and Evaluation.
- Affiliation to a professional body will be an added advantage.
- Knowledge of national requirements and international social safeguard policies related to land acquisition, resettlement and livelihood restoration will be of added advantage

Related Job Experience/Qualification: The Experience required to perform this job..

- A minimum of four (4) years' of post qualification experience in a vibrant organization, in implementation and monitoring of Land Acquisition, Resettlement livelihood restoration and community development action plans for large infrastructure projects

Additional Skills: In addition to the experience and educational requirements listed above

- Demonstrated leadership and negotiation skills
- Thorough understanding of corporate and industry practices, processes, and standards
- Excellent planning and organizational skills
- Strong analytical and problem solving skills
- Good communication, facilitation and presentation skills.
- Strong interpersonal skills and high level of integrity
- Computer literacy

Additional Information

The position involves data analysis and synthesis under pressure, field visits, community engagements and requires high level of Integrity, due care and caution.

Signatures:

Name of jobholder(s):	Signature(s):	Date:
Name of Supervisor:	Signature(s):	Date: