



CARE International Indonesia (CII), as an international NGO, has carried out large scale operations in Indonesia, encompassing emergency operations, transitional activities centered on agriculture and nutrition and a range of development initiatives in such areas as water and sanitation, health and micro-credit.

CARE Indonesia in **Palopo-South Sulawesi** is currently recruiting the following position for its project:

JOB TITLE : **MONITORING & EVALUATION OFFICER (M&E)**
DEPARTMENT/PROJECT : **PROJECT//ENRTP**
REPORTS TO : **PROJECT MANAGER**

OBJECTIVE OF THE PROJECT:

The overall objective of this project is: **Coastal populations in Indonesia are increasingly resilient to the negative impacts of climate change.** Resilience can be defined as: *The ability of a community to resist, absorb, and recover from the effects of hazards in a timely and efficient manner, preserving or restoring its essential basic structures, functions and identity.* Resilience is a familiar concept in the context of disaster risk reduction (DRR), and is increasingly being discussed in the realm of adaptation. A resilient community is well-placed to manage hazards to minimize their effects and/or to recover quickly from any negative impacts, resulting in a similar or improved state as compared to before the hazard occurred. There are strong linkages between resilience and adaptive capacity; consequently, resilience also varies greatly for different communities and even within different community groups.

MAJOR FUNCTIONS:

The monitoring and evaluation will require developing and populating a project data base and generating reports on the status of established performance indicators.

MAJOR DUTIES AND RESPONSIBILITIES:

- Develop routine monthly, quarterly, semi-annual, and annual data collection systems (information to be collected, recording formats, schedules, and who responsible) that record and document observable (both qualitative and quantitative) outputs, outcomes, and impact.
- Designing a “CAR (Collection, Analysis and Reporting Indicator Framework” in coordination with the project team
- Assist in monitoring project indicators as they relate to the overall project design, goals, and objectives.
- Ensure that all indicators meet Donor requirements (e.g. are specific, defined, useful, and measurable with project resources)
- manage the data collection schedules and activities of Information Monitoring & Evaluation Officers and other field staff as necessary, ensuring good coordination between MonEv/MIS and Program Field Staff.
- Oversee the creation of a database system that can easily and accurately input data into the system; Funnel and organize the data; Output the data in forms (such as charts, graphs, tables, maps) that are easily understood and useful to all stakeholders
- Prepare and provide routine/scheduled MonEv reports and ad-hoc reports as required.
- Develop capacity of MonEv and program staff in setting goals and objectives, identifying outputs, outcomes, and impacts, and collecting and using indicator data
- Provide training for the SWASH staff in the MIS procedures, data entry, reporting, and other topics necessary for data collection and the implementation of the monitoring and evaluation activities;
- Develop and produce reports of the monitoring data in a format provided by the Program Manager. The reports will be in both English and Bahasa Indonesia;

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

CONTACTS/KEY RELATIONSHIPS:

INTERNAL	PM, Regional Office Coordinator, Finance Officer, Admin & Procurement Officer, District Facilitator & Village Facilitator.
EXTERNAL	-

REQUIRED QUALIFICATIONS AND SKILLS

- University graduate with S1 in statistics, management, social sciences, or similar discipline.
- Minimum of 2 years experience developing data bases with MS Access and/or MS Excel. Must be able to develop reports in tabular format and track data over a multi-year period.
- At least 1 year experience in monitoring large projects. This experience should include collecting and coordinating data from remote sites and providing support to staff responsible for monitoring the activities.
- Working knowledge of English. Must be able to convert data collected in Bahasa Indonesia into reports that are in both Bahasa Indonesia and English.
- Good attention in details.

WORKING CONDITIONS:

Travel 10% within project area covered

TERMS OF OFFER:

CARE is an equal opportunity employer offering a competitive salary and benefits package, and a collegial working environment. Applicants are invited to send a cover letter illustrating their suitability for the above positions, and detailed curriculum vitae, with names and addresses of three referees (including telephone, fax numbers and email address). Please DO NOT attached academic transcripts and Diplomas and state clearly the applied position code in the email subject.

Please submit your applications before **2nd February 2011** to CARE International Indonesia, Human Resources Unit:

recruit_473@careind.or.id

"Only qualified applicants will be shortlisted"