



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 **Makassar, South Sulawesi** is currently recruiting the following position for its project:

**JOB TITLE : MONITORING & EVALUATION SPECIALIST (MES-K)**  
**DEPARTMENT/PROJECT : PROJECT/REGIONAL SULAWESI OFFICE**  
**REPORTS TO : REGIONAL PROGRAM MANAGER**

**JOB SUMMARY :**

The Monitoring and Evaluation Specialist will require developing and populating a projects data base and generating reports on the status of established performance indicators. The Monev Specialist reports to the Regional Program Manager.

**RESPONSIBILITIES & TASKS:**

- 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;

**SUPERVISES : -**

**CONTACTS/KEY RELATIONSHIPS:**

This section may include both internal and external relationships.

INTERNAL	RPM, PM's, ROC, Admin Officer, Admin Assistant, Finance Officer, Watsan Specialist, Gender Specialist, Institutional Development Specialist
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EXTERNAL	Masyarakat, PDAM, Dinas kesehatan & Instansi terkait & kelurahan & masyarakat.
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**QUALIFICATIONS:**

- University graduate with S1 in statistics, management, social sciences, or similar discipline.
- Experience: Minimum 5 years in M&E sector, preferably in INGO
- At least 3 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.
- Specific technical skills: strong communication skills with the community
- Have strong data analytical
- Have an advance computer skill (SPSS, MS Office: Word, Access, Excel)
- Ability to work with a team and with minimum supervision
- Fluency in English and Bahasa Indonesia (Verbal and written)
- Demonstrated capacity to work as a team member

**WORKING CONDITIONS:**

Travel 80 % on the area project 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 **January 17<sup>th</sup> 2011** to CARE International Indonesia, Human Resources Unit:

[recruit\\_463@careind.or.id](mailto:recruit_463@careind.or.id)

"Only qualified applicants will be shortlisted"