

Job Title	: Monitoring and Evaluation Officer (M&E)
No. of Vacancy	: One position only
Estimated monthly salary	: USD1,250.00 (inclusive of allowances) (salary equivalent to Grade 41/44)
Duration	: Aligned to Project duration
Recruitment	: National
Contract:	: One-year contract, with six months' probation period, renewable based on agreed performance targets and deliverables
Reports to	: Project Director, Project Manager and National Project Coordinator
Location	: Federal Territory of Kuala Lumpur

Monitoring and Evaluation Officer

The M&E Officer would ensure the implementation of all project aspects related to monitoring and evaluation (M&E). She/He is responsible for the planning and timely implementation of project monitoring, evaluation and reporting activities in close collaboration with the project team, JPSM, IFAD, government officials (both federal and states), private sector, non-government and civil society organizations. She/He will report to the Project Manager (PM) and have indirect supervision of the National Project Director (NPD).

Key responsibilities and duties

The M&E Officer will have the following duties and responsibilities:

- a) Develop and execute monitoring, evaluation and reporting plan and relevant procedures (SOP) for SMPPEM Project;
- b) Monitor project implementation to ensure activities are on track and aligned with project goals and targets
- c) Identify bottlenecks, risks, and inefficiencies in project implementation and recommend corrective actions
- d) Coordinate monitoring, evaluation and reporting activities including midterm review, terminal evaluation and audit across project components to ensure effective implementation of M&E;
- e) Recommend further improvement of the revised Strategic Results Framework (SRF) at the indicator level;
- f) Monitor and report progress of all project outputs and associated activities, deliverables and progress towards achieving the project outcomes using innovative monitoring & tracking methods and / or tools;
- g) Participate in annual project reviews and planning workshops and assist PM in preparing relevant reports;
- h) Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Manager;

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The M&E Officer will have the following duties and responsibilities:

- i) Provide feedback and written Inputs to the National Project Director and Project Manager on the implementation status of the project annual work plans;
- j) Provide Inputs, information and statistics to Project Manager and IFAD for project progress reports;
- k) Monitor and assess the sustainability of the project's results in an independent and impartial capacity;
- l) Assists the project personnel with M&E tools and in supporting them in their use;
- m) Organize and maintain project M&E documentation and records systematically; and
- n) Perform other duties as required by Project Manager

Measurable Outputs and Performance Indicators

- a) Support and provide written inputs to PM in the preparation of the Annual Project Review (APR), Project Implementation Review (PIR) and other relevant reports;
- b) Organize and conduct training on M&E for project and government staff
- c) Provide input and update information related to project outcome in IFAD reporting system;
- d) Assists Project Manager in preparing monthly and quarterly reports on project progress based on major deliverables on project activities; and
- e) Prepare and maintain data base of M&E reports

Technical Competencies

- a) Minimum Bachelor Science in Forestry, Project Management or equivalent;
- b) At least three years of experience in relevant fields;
- c) Computer-literate including accounting packages and well-versed in the use of Excel, Word and basic data base set-ups;
- d) Familiar with government administrative procedures
- e) Experience in working with local communities and NGOs;
- f) knowledge of peatland and forest management in Malaysia;
- g) Adequate knowledge on M&E and development issues;
- h) Adequate knowledge of monitoring and the application of methodology
- i) Good communication skill and ability to plan to meet deadlines; and
- j) Excellent in both written and spoken English and Bahasa Malaysia. Knowledge in other local languages is an added advantage.