



VACANCY

ANNOUNCEMENT

Samaritan's Purse is an international relief organization that provides relief to people affected by disaster, disease, war and poverty around the world.

We are seeking a qualified and dynamic candidate to join our Samaritan's Purse team in Kathmandu, with responsibilities at all field sites:

Position: M & E Coordinator

No. of requirement: 1

Duty Stations: KTM & Field sites as needed (Primary work location is Kathmandu)

Key Responsibilities:

- Oversee all Routine Monitoring Reporting (RMR) and Final Evaluation Report (FER) actions and ensure templates are appropriately used and Standard Operating Procedures are followed.
- Ensure M&E indicators in database match reporting requirements; Maintain and further develop qualitative and quantitative practices and processes.
- Provide written contributions to weekly, quarterly and annual reports and development of strategy documents as needed.
- Monitor all grant activities and ensure that projects comply with donor performance reporting requirements (including but not limited to Nepal government agencies, internal and external funders)
- Assess organizational and performance gaps within the different programs and report on corrective actions as needed; provide technical support to Program Managers to imbed indicators in projects
- Conduct assessments, baseline studies, surveys, focus groups and needs assessments
- Act as the focal point in developing and managing the program measurement system; monitor the implementation of all action points

Required Qualification and Experience:

- Bachelor's Degree in Development Studies, Information Management, Project Management, Engineering, Finance or other relevant academic background
- Minimum 2-3 years of Monitoring and Evaluation work experience with appropriate assessment tools in development and that support program design
- Excellent interpersonal communication skills
- Willingness to travel in and out of the field and spend 2-4 days consecutively at remote field sites

Interested candidates are requested to email your curriculum vitae, cover letter and PP size photo to hrnepal@samaritan.org by 17:00 hrs, July 12, 2017. Only shortlisted candidates will be contacted. Telephone inquiries will not be entertained.

Samaritan's Purse – Nepal is an equal opportunity employer