



Programme Manager- Planning, Monitoring & Evaluation



Company	Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI)
Reference #	082018PM
Published	10/08/2018
Contract Type	Contract 36 Months
Salary	ZWD 7.00 - 7.00 Monthly
Location	Harare, Harare, Zimbabwe
Introduction	<p>The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute with 14 member countries, namely: Angola, Botswana, Burundi, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. MEFMI was founded in 1994 with the view to building sustainable capacity in identified key areas in ministries of finance, planning commissions and central banks, or equivalent institutions.</p> <p>MEFMI strives to improve sustainable human and institutional capacity in the critical areas of macroeconomic and financial management; foster best practices in related institutions; and bring emerging risks and opportunities to the fore among executive level officials. MEFMI seeks to achieve, within its member countries, prudent macroeconomic management, competent and efficient management of public finances, sound, efficient and stable financial sectors and stable economies with strong and sustained growth. The long term objective is to contribute to poverty reduction among people in MEFMI's operational zone of Eastern and Southern Africa.</p> <p>Applications are invited from suitably qualified nationals of member countries to fill the position of Programme Manager- Planning, Monitoring and Evaluation</p>
Job Functions	Data Analysis, Data Management, Monitoring & Evaluation, Programme Manager, Qualitative Methods, Statistics, Training
Industries	Ngo / Non-Profit
Specification	<p>Reporting to the Director of the Macroeconomic Management Programme, the incumbent will be responsible for the following activities:</p> <ul style="list-style-type: none"> a) Coordinating the development and implementation of planning events and tools (strategic planning, work programme) b) Monitoring, evaluating and reporting on the implementation of capacity building activities. c) Coordinating the Fellows Development Programme
Requirements	<p>Key Performance Areas</p> <ul style="list-style-type: none"> • Contribute to the preparation, implementation and review of MEFMI's Strategic Plan on issues pertaining to his/her areas of focus; • Coordinate and consolidate the preparation of annual work plans for MEFMI programme activities; • Develop and maintain a comprehensive and integrated monitoring and evaluation plan; • Develop and maintain monitoring and evaluation systems, tools and processes that will enhance effective delivery and reporting at the Institute; • Mainstream monitoring and evaluation capacity across the Institute and facilitate organizational learning; • Coordinate the compilation and updating of Results Measurement Framework (RMF); • Coordinate preparations for the MEFMI Impact and Needs assessment and Mid-term Review; • Coordinate the development and implementation of a programme Database as well as an Integrated Management Information System (IMIS); • Administer the Fellows Development Programme; <p>Academic Qualifications and Experience</p> <ul style="list-style-type: none"> a) At least a Master's Degree in Economics, Statistics, Business, Monitoring & Evaluation or related field; b) At least 5 years progressive experience in monitoring and evaluation including preparation of results measurement frameworks; c) Computer literacy and knowledge of main M&E software packages; d) Experience in facilitation and presentation skills will be an added advantage; <p>Competencies</p>

- a) Strong qualitative, quantitative and analytical skills;
- b) Ability to work long hours and under pressure including travel;
- c) Excellent written (report writing) and verbal skills;
- d) Leadership skills and ability to operate at both strategic and operational levels;
- e) Cooperation and Team Spirit;
- f) Strong interpersonal skills;
- g) Experience of working in a multicultural professional environment will be an added advantage.

Job Closing Date

29/08/2018

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