

# Job Description



Luminus  
Group

Luminus Education is seeking to employ a Monitoring and Evaluation (M&E) Specialist in Irbid Governorate, to work in a contemporary project Funded by the European Union. The Project M&E Specialist will report to the Project Manager;

<b>Job title</b>	Monitoring and Evaluation Specialist
<b>Department</b>	Projects Management Office (PMO)
<b>Reports to</b>	Project Manager (PM)
<b>Classification</b>	Full Time

## Job purpose

The M&E Specialist will be responsible for the M&E component under the PMO, ensuring high quality and timely inputs, in accordance with the projects' goals and objectives a cost effective and timely manner.

The M&E officer will be responsible for designing and implementing the M&E plan, indicators of the Project on regular basis; assisting the (PM) in preparing quarterly and annual reports on project progress, and will be responsible for the collection & analysis of different data in relation to the project activities.

The M&E Specialist will work in close collaboration with the project team, operations team, Government officials, private sector, non-government and international donors.

## Duties and responsibilities

- Develop and strengthen monitoring and evaluation procedures, tools and forms
- Monitor all project activities, expenditures, and progress towards achieving valid and quality project output
- Recommend further and/or possible improvements for current and future projects
- Monitor and evaluate overall progress of project activities and results
- Provide detailed feedback on project strategies and results to the Project Manager
- Suggest strategies to improve efficiency and to create effective implementation of different project designs
- Aggregate and produce monthly, quarterly and annual progress reports to the Project Manager and upper management.

- Assist the Project Manager in the preparation of reports on any findings and lessons learned resulting from project activities.
- Prepare and maintain a well-structured database
- Assist the Project Manager in preparing other ad hoc reports per donor and management requirements
- Setting of Key Performance Indicators (KPI's) in respect to the goals and objectives of the project. Which would result in measuring exact impact compared with performance
- Ensure the sustainability and safe progress of the project
- Coordination with related local authorities, and willingness to cooperate with international and national representatives supervising the project
- Lead all reporting efforts on donor projects under the Project Management Office (PMO)

## Competencies & Experience

### General Competencies

- Extensive knowledge in M&E cases
- Ability to conduct extensive research that aims to enrich Luminus' system and database on M&E development, where needed.  
Excellent time management, attention to detail, and excellent communication skills,
- Strong multi-tasking skills
- Strong expertise in qualitative and quantitative studies
- Willingness to visit project sites at different locations in Jordan
- Proven track record of all the above

### Job-Specific competencies and qualifications:

- A minimum of five years of experience in a similar M&E role
- Excellent knowledge of monitoring and evaluation tools and scope of work
- A BA degree in Business Administration/Economics or any related fields
- Fluency spoken English and Arabic is a must
- Excellent writing and communication skills
- Ability to meet strict deadlines
- Proven track record on working or assisting team projects designing tools and strategies for data collection, analysis and production of reports

## Direct reports

This role **is** a supervisory role:

- M&E Officer(s)