

## **Job Description**

### **Job Required: Expert evaluation and follow-up projects**

**Working hours:** 15 working hours per week

**Duration of the assignment:** From 15 May till 25 September 2019

**Location :** Amman - Wasfi Al Tal Street - Villa No. 3, Training and projects are implemented in East Amman and Zarqa Governorate

#### **Terms and Qualifications:-**

- Holder of a bachelor's degree or MBA or related field.
- Five years of sound experience in conducting monitoring and evaluation of humanitarian and/or development projects/programmes or related initiatives.
- Mastery of English (reading, writing and speaking).
- High efficiency in logical thinking and analytical abilities.
- High efficiency in writing reports and developing manuals and working procedures in English and Arabic.
- Ability to coordinate and work within a team, take responsibility and make decisions.
- Ability to withstand work pressure and strict adherence to deadlines.
- Use the Microsoft Office application program.

#### **Required tasks:-**

1. Conduct systematic monitoring and evaluation of project activities to ensure the efficiency and effectiveness of work according to approved plans.
  2. Write project progress and final reports, line with the project reporting schedule and timeline to demonstrate the progress of work , implemented active results
  3. Provide the necessary support in order to successfully implement the project.
  4. Provide technical support to the project implementation as requested by the project.
  5. Provide inputs to develop the selection criteria the support of women's initiatives (small grants) to be implemented by the women beneficiaries.
  6. Provide oversight and monitoring of the implementation of small initiatives by women beneficiaries
  7. Follow-up implementation of projects selected for women.
  8. Participate in the project programme coordination meetings
  9. Prepare the final reports and submit them to the project management.
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