

**NOTICE OF VACANCY  
FOR  
THE POSITION OF MONITORING AND EVALUATION OFFICER  
OF THE NATIONAL TRAINING AGENCY**

The NTA now seeks to recruit a candidate for the position of Monitoring and Evaluation Officer.

**JOB OBJECTIVE**

Reporting to the Chief Executive Officer and working closely with other members of the NTA staff, this post will support monitoring and evaluation across all programme areas and the development and implementation of the organization's monitoring and evaluation strategy. This will include process and tools development, data collection, processing, analysis, storage and reporting.

**Key Functions and Duties**

- Provides leadership in the design and implementation of a monitoring and evaluation system that measures the effectiveness of the NTA's initiatives.
- Contributes to the technical design of M&E methodologies.
- Contributes to data collection, storage and analysis to ensure the accuracy of data collection and quality of data processing and reporting.
- Monitors and evaluates overall progress on achievement of results.
- Provides inputs, information and statistics for quarterly, annual and other reports.
- Works with NTA staff to ensure M&E tools and processes are understood and used.
- Provides advice to staff and stakeholders on NTA decisions such as the identification of priorities, needs and indicators; the design, set up and use of M&E systems to collect data; and the design of TVET/Workforce Development studies.
- Designs and conducts research.
- Develops procedures for assessing quality of the outputs of programmes and activities.
- Identifies opportunities to provide and present M&E findings and data to colleagues to contribute to decision-making and strategic planning processes, as appropriate.
- Ensures information from M&E activities is properly analyzed and written up for reporting.
- Writes and presents periodic NTA M&E reports including:
  - Presenting data and reports verbally to internal and external audiences.
  - Promoting the sharing of written feedback about findings related to impact and lessons learned to stakeholder groups.
  - Ensuring reports and findings are communicated effectively via close collaboration with the Marketing and Communications Officer.
- Field Work- supervision and coordination of activities by interacting with primary stakeholders on a continuous basis to assist in the development of strategies on ways for improvement.
- Knowledge Management - development of systematization methods and/or identify events/forums to work with different stakeholders for next step or scaling-up approaches.
- Any other duties that may be reasonably assigned.

### Minimum Requirements

- Undergraduate degree in Social Sciences, Education, Information Management or equivalent professional experience.
- Training in social science research methods relevant to monitoring and evaluation, both quantitative and qualitative.
- Excellent research skills, including quantitative and qualitative research methods along with data analysis skills and familiarity with data analysis software.
- At least 2 years' experience working in a monitoring and evaluating role.
- Excellent communication skills.
- Ability to work as part of a team, often without direct supervision.

**The deadline for submission of applications is 2<sup>nd</sup> April, 2018. Applications should be sent to [executive@grenadanta.gd](mailto:executive@grenadanta.gd) or [info@grenadanta.gd](mailto:info@grenadanta.gd) and addressed to:**

The Chief Executive Officer  
National Training Agency  
Belmont Rd.  
St. George's,  
Grenada