

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-146-2021
Company Name	Digital Opportunity Trust (DOT) Lebanon
Industry	NGO
Vacancy	Junior Monitoring & Evaluation Officer
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	Contractual
Major(s)	Political Sciences, International Affairs, International Development, Public Health, Public Administration and Statistics/degree or equivalent.
Degree	BA
Years of Experience	0 to 1
Location	Jal EL Dib
Remuneration & Benefits	TBD based on experience
Tasks & Responsibilities	<p><b>Project Implementation:</b></p> <ul style="list-style-type: none"> <li>• Assist in developing and strengthening monitoring and evaluation plans;</li> <li>• Assist in monitoring and evaluating the overall progress on achievement of results;</li> <li>• Coordinates regularly with FOs to ensure proper M&amp;E implementation</li> <li>• Assigned as M&amp;E focal point for specific projects;</li> <li>• Monitor all project activities and progress towards achieving the project output;</li> </ul> <p><b>Data Collection and Analysis:</b></p> <ul style="list-style-type: none"> <li>• Support Field Officers in the data collection and data entry process in the online platform;</li> <li>• Properly and systematically archive data in e-library;</li> <li>• Ensure consistent and accurate transfer of</li> </ul>

## JOB POSTING REQUEST FORM

data from online assessment and monitoring tools to internal databases;

- Coordinate field FGDs and KIIS;
- Ensure effective implementation of M&E procedures with the field officers and provide them with technical support on data collection tools and processes and capacity building needed in terms of data collection and data entry;
- Keep accurate records of all data (Soft and Hard) and monitor Box files;
- Conduct field visits to monitor data collection process;
- Follows up on Tahaki Reporting;
- Follows up on the youth online platform reporting;
- Follows up on Activity info reporting;
- Data Cleaning;

### **Reports and Proposals:**

- Support in the development of monthly, quarterly, half-yearly, and annual progress reports on all projects' activities supported by activity reports done by field officers and/or area managers;
- Report monthly on the Indicator Tracking Tool that will be developed for each project;
- Provide inputs, information, and statistics for quarterly, annual, and other reports;
- Participate in annual project reviews and

## JOB POSTING REQUEST FORM

planning workshops;

- Conduct literature reviews and gather secondary data for concept notes, proposals, assessments, and/or evaluations;
- Perform other duties as required