



## UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

### I. Position Information

Job Code Title: GFATM Monitoring and Evaluation Associate Department: Global Fund Reports to: Programme Specialist-GFATM Position Status: (Non-Rotational)	Current Grade: New position Proposed Grade: ICS 7 Approved Grade: Position Classified by: Mariyam Nazra, Human Resources Analyst (as taken from Generic Job Description) Classification Approved by: Arun Kashyap, Officer in charge
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### II. Organizational Context

Under the overall guidance and supervision of Global Fund Programme Specialist, the M&E Programme Associate works in close collaboration with the operations, programme and project staff to ensure effective monitoring, supervision and reporting of the activities carried out by the respective Sub Recipients.

In order to co-ordinate the smooth implementation of the GF (Global Fund) funded activities and to achieve the objectives of the Programme Grants for HIV/AIDS, the M&E Associate may be required to travel to the implementation sites for the purpose of monitoring the GF supported activities.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

- Implementation of programme strategies, adapts processes and procedures
- Support to management of the CO programme
- Facilitation of knowledge building and knowledge sharing

1. Ensures **administration and implementation of programme strategies, adapts**

**processes and procedures** focusing on achievement of the following results:

- ❑ Presentation of thoroughly researched information for preparation of CCA, UNDAF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC). Establishment of the mechanisms to track use of RBM tools and maintenance of RBM database.
- ❑ Presentation of information/ reports for identification of areas for support and interventions.
- ❑ Implementation of the CO partnerships and resources mobilization strategies, preparation of reports.

2. Provides effective support to **management of the CO programme** focusing on the achievement of the following results:

- ❑ Review periodic technical reports of SRs and provide appropriate comments
- ❑ Consolidation of periodic reports for submission to GFATM through LFA
- ❑ Development, updating and Implementation of the M&E plan
- ❑ Periodically update Risk Log: Record risks identified to monitor throughout implementation in the Atlas
- ❑ Periodically update issues Log: Record any implementation issues for tracking, resolution and follow-up
- ❑ Prepare the Annual report and all relevant reports and documentation as per the GFATM Grant agreement and PMU requirements
- ❑ Identify the capacity gaps of SRs (Sub Recipients) in the field of M&E and recommend remedial actions;
- ❑ Assist in the training programmes for SRs and other stakeholders on the use of recommended reporting and monitoring formats and guidelines.
- ❑ Facilitate regular programme audits with the Finance Officers of SRs under the guidance of Finance Officer UNDP
- ❑ Develop a field monitoring plan based on agreed upon progress and target indicator sets and undertake ongoing field and desk monitoring of GF supported interventions of SRs;
- ❑ Participate in and contribute to Technical Working Group meetings;
- ❑ Undertake any other tasks as assigned by the International Programme Manager for the overall Management, Supervision, Monitoring and Evaluation of the implementation of the programme.
- ❑ Liaising and providing M&E technical support to the National AIDS Programme
- ❑ Liaise with all the key stakeholder representing the HIV/AIDS PMU unit

5. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- ❑ Organization of trainings for the operations/ projects staff on programme.
- ❑ Synthesis of lessons learnt and best practices in programme.
- ❑ Sound contributions to knowledge networks and communities of practice.

#### IV. Impact of Results

The key results have an impact on the overall CO efficiency in programme and success in implementation of programme strategies. Accurate analysis and presentation of information enhances UNDP position as a strong development partner. The information provided facilitates decision making of the management.

#### V. Competencies and Critical Success Factors

##### Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

##### Functional Competencies:

##### Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

##### Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good knowledge of Results Management Guide and Toolkit

##### Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

##### **Prince2 training and certification, RMG**

#### VI. Recruitment Qualifications

Education:

- Secondary Education, preferably with specialized

	<p>certification in accounting and finance.</p> <ul style="list-style-type: none"> <li>• Degree in Public Health, Social Science, Management or any related field would be desirable but not a requirement</li> <li>• Sound knowledge in managing field activities including M&amp;E of interventions and results.</li> <li>• Basic understanding of health related issues; Epidemiological literacy and skill in epidemiology surveillance</li> <li>• Experience in Managing a project wherein systematic input, output and process data were collected, summarized and used to guide programmes would be an advantage.</li> <li>• Excellent working knowledge of information technology. Experience in the usage of computers and office software packages (MS Word, Excel, etc). Knowledge of Access is a good asset</li> <li>• Availability for traveling (field work) for M &amp; E purposes</li> <li>• Experience in working with budding civil society and NGO's</li> <li>• Ability to work in multidisciplinary groups</li> <li>• The experience to "think outside the box" as the Maldives is such a challenge and unique in layout.</li> <li>• Prior knowledge on Project Design and formulation, management and evaluation is an advantage</li> </ul>
<p>Experience:</p>	<ul style="list-style-type: none"> <li>• 5 to 7 years of progressively responsible administrative or programme experience is required at the national or international level. Sound knowledge in managing field activities including M&amp;E of interventions and results.</li> <li>• Basic understanding of health related issues; Epidemiological literacy and skill in epidemiology surveillance</li> <li>• Experience in Managing a project wherein systematic input, output and process data were collected, summarized and used to guide programmes would be an advantage.</li> <li>• Excellent working knowledge of information technology. Experience in the usage of computers and office software packages (MS Word, Excel, etc). Knowledge of Access is a good asset</li> <li>• Availability for traveling (field work) for M &amp; E purposes</li> <li>• Experience in working with budding civil society and NGO's</li> <li>• Ability to work in multidisciplinary groups</li> <li>• The experience to "think outside the box" as the Maldives is such a challenge and unique in layout.</li> <li>• Prior knowledge on Project Design and formulation, management and evaluation is an advantage</li> </ul>

Language Requirements:	Excellent communication skills, verbal and written
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<b>VII. Signatures- Job Description Certification</b>		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date