**JOB DESCRIPTION**

Department : CEO Office

Position : Executive, Monitoring & Evaluation

The Executive will report direct to the Chief Executive Officer (CEO). He also will work closely with the Manager of Programme Impact Office and Manager of Corporate Office for specific tasks. The duties and responsibilities, are as follows:

1. **Job Summary**
2. Administration support to the CEO Office.
3. Administration and management of programme monitoring and evaluation (M&E), adapts processes and procedures, provide effective support on Sejahtera’s programmes.
4. Provides support in the development of strategic positioning and delivery of Sejahtera’s Programme.
5. Supporting the business development & marketing component of income generating programmes in Sejahtera.
6. Administration of Sejahtera’s social media platform.
7. Facilitation of knowledge building and knowledge sharing.
8. Undertake any other duties as and when required by the Supervisor and Management.
9. **Duties and Responsibilities**
10. **Provides administrative support to the CEO Office**

* To assist the CEO in strategy execution and planning, organisational transformation and governance.
* Regular maintenance and updating the filing, reference system and database files; compile appropriate background materials and reference documents related to CEO Office and Monitoring &Evaluation (M&E).

• Organisation of meetings: preparing briefing files; research and prepare relevant background information; participate in all areas of meeting functions; recording the meeting proceedings; and preparing the meeting minutes to be shared with relevant parties.

• Proper control of the supporting documents for claims and payments, review of Department’s Financial Reports.

• Implementation of audit recommendations, where applicable.

• Undertake effective and efficient handling of administrative and secretarial duties/activities related to the CEO Office and M&E.

• Administration of Department’s` stationery, inventory and logistic.

1. **Ensures administration and management of programme monitoring and evaluation (M&E), adapts processes and procedures, and provide effective support on Sejahtera’s programmes focusing on achievement of the following results:**

* Effective application of results-based monitoring (RBM) tools and establishment of programme targets. Establishment of the mechanisms to track use of RBM tools and maintenance of RBM database. Designing the formats for results-based monitoring.
* Presentation of information/ reports for identification of areas for support and interventions
* Preparation of reports.
* Collaborate with other members of the Programme Impact Office (PIO) team in revising the project objective hierarchy and log frame matrix (activities, processes, inputs, outputs, outcomes and impacts).
* Work with the team in determining information needs of project management, implementing partners and primary stakeholders, etc.
* Identify and design performance questions, key indicators and targets for each project component and for each level of the objective hierarchy.
* To record, report and analyse progress against the annual strategic plan of Yayasan Sejahtera and designing the format of such progress reports.
* Help to review existing social and economic data for the project area to assess if it can provide good baseline data for impact evaluation, identifying gaps to be filled.
* Develop the terms of reference (TOR), designing and costing out a baseline survey and a needs assessment survey (as appropriate).
* Identify the need and drawing up the TOR for specific evaluation studies.
* Work with the PIO project team to review monitoring reports to assess interim impacts and identify causes of potential bottlenecks in implementation.
* Work with the PIO team to develop feasible and effective discussion events where M&E data are analysed and corrective actions can be agreed upon.
* To assist in organising training on M&E and facilitating M&E design and implementation processes with implementing partners and primary stakeholders (where appropriate).
* To facilitate others to implement the M&E plan, regularly revising and updating performance questions, indicators, methods, formats and analytical processes.
* Implementation of audit recommendations

1. **Provides support in the development of strategic positioning and delivery of Sejahtera’s Programme focusing on achievement of the following results:**

* Assist in development of organisation’s impact, outcomes and outputs
* Assist to support strategic decision-making and Sejahtera programming

1. **Supporting the business development & marketing of income generating programmes in Sejahtera’s Communities by working closely with the Manager of PIO on the following:**

• Supporting the implementation of market research.

• Identifying & initiate engagement of leads.

• Supporting ideation & proposal of business.

• Supporting design of business & operations models.

• Supporting creation of business plan

• Facilitation in ensuring successful implementation of business plan.

1. **Ensures facilitation of knowledge building and knowledge sharing in Yayasan Sejahtera focusing on achievement of the following results:**

* Coordinate with HR Executive on trainings for the operations/projects staff, focusing on project planning, development and M&E.
* Synthesis of lessons learnt and best practices in programme.
* Sound contributions to knowledge networks and communities of practice.

1. **Provides administration support in managing Sejahtera’s social media platform:**

* To work closely with the Manager of Corporate Office in updating the Yayasan Sejahtera’s Facebook and Instagram on Sejahtera’s activities and official announcement.
* To assist in graphic designs for social media posters and Corporate’s collaterals.

1. **Undertake any other duties as and when required by the Supervisor and Management**