

The Post of Monitoring & Evaluation officer
Secondary Education Sector Improvement Program (SESIP)

Ministry of Education, Higher Education and Vocational Education
Isurupaya, Pelawatta, Battaramulla, Sri Lanka

Secondary Education Sector Improvement Program (SESIP), which is functioning under the Ministry of Education, Higher Education and Vocational Education is a Results-Based Lending (RBL) program of US \$ 400 million, funded by the Asian Development Bank (ADB). While supporting the government's broader program; the General Education Sector Development Plan (GESDP), which aims in transforming the Sri Lankan education system, the primary focus of the SESIP is to transform and align the Secondary Education system with evolving demands of job market and thereby facilitating the ongoing educational reforms process of the country.

Role Description

The post of Monitoring & Evaluation officer is a full-time on-site role with occasional travel to different parts of the country. He/she will be responsible in designing, implementing, and managing monitoring & evaluation systems and processes. He/ She will collect and analyze data from all implementing agencies and prepare quarterly /annual progress reports to be submitted to ADB and the Department of Project Management and Monitoring (DPMM) of General Treasury. Moreover, he/she shall keep track records of all program activities and provide recommendations for improving the SESIP program. While adhering to the Design & Monitoring Framework (DMF) of SESIP, Monitoring & Evaluation Officer shall collaborate with all stakeholders / implementing agencies of SESIP ensuring compliance with program's verification protocols, evaluation standards and guidelines.

M&E officer shall have the opportunity of working closely with Ministry and Provincial education leadership in the country, multilateral lending agencies, international organizations as well as local and international technical experts, who provide technical consultation to SESIP program and thereby will have challenging learning opportunities and experience for an excellent career growth.

Educational Qualifications:

A Bachelor's degree in Social Science, Development Studies, Education, Mathematics, Statistics, Economics, Program/Project management or any such related field from institution /university recognized by the University Grants Commission (UGC)

Or

A bachelor's degree recognized by the University Grants Commission (UGC) as an equivalent qualification to the relevant field (A letter certified by UGC should be submitted)

Or

An associate membership / a similar professional qualification obtained from internationally / locally recognized professional association / body in the relevant field (Submit the details of association / professional body)

Additional / Preferred Qualifications:

A Master's degree in Statistics, Project Management, or any other field relevant to Monitoring & Evaluations

Or

A Post Graduate Diploma / a formal training certificate in Project Management or Monitoring & Evaluation from a recognized professional organization / academic institution will be an added qualification.

Knowledge & Experience

More emphasis will be given to the applicants with proven track records and working experience with foreign funded projects (ADB, World Bank, UNICEF, UNESCO etc.). Experience and skills in producing clearer and comprehensive M&E reports / progress reports by interpreting complex data and information is essential. In addition, excellent communication skills in English language (verbal and written) is a must.

- Minimum of 9 years post qualifying experience in public / corporate / NGO sector in program/ project management, monitoring and evaluation, research, data analysis etc. (Preference will be given to those with working experience in education sector).
- Strong knowledge and experience on M&E principles, methodologies, and tools.
- Strong knowledge and experience in data collection methodologies, analysis, and reporting methods preferably in Education.
- Experience in designing and conducting surveys using online survey tools, focus group discussions, interviews, or other data collection methods preferably in education.
- Knowledge and familiarity on online / offline qualitative data analysis tools and software.
- Strong written and verbal communication & presentation skills in English language.
- Strong knowledge in Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge in online Project Monitoring tools.
- Ability to work effectively in a team and communicate to diverse stakeholders.
- Experience in the education sector and knowledge on education policies and Education reforms in Sri Lanka is highly preferred.
- Knowledge & working experience with ADB or any other international development organization, Non-Governmental Organizations (NGOs) as well as familiarity with donor requirements and reporting.

Duties and Responsibilities

The M&E officer should possess strong and demonstrated skills in project management, excellent communication skills in English language as well as coordination and teamwork with proven ability to function effectively among multiple stakeholders of the program. Under the supervision of the National Program Manager the M&E officer is responsible in constant monitoring and updating the progress of all DLI (Disbursement Linked Indicator) specific activities of the program using a suitable web-based project management tool. Moreover, he / she is expected to maintain a close and good rapport with all stakeholders of the program, i.e., National Institute of Education, Department of Education, Department of Education Publications, relevant branches in the Ministry of Education and Provincial Departments of Education. Further, he / she is responsible to meet strong deadlines in collecting, verifying and analyzing data specific to the DLIs of the program and preparing quarterly, midyear and annual reports to the senior management of the Ministry of Education, Department of Project Management and Monitoring (DPMM) at General Treasury and to the Asian Development Bank. Moreover, M&E officer is responsible in providing technical assistance and training on M&E methodologies and tools to the staff in the Program Management Units (PMU) in the Ministry of Education and Provinces. He / She will have to visit Provincial / Zonal education authorities and government schools around the country when necessary and also attend any other program specific tasks /activities as directed by the National Program Manager / Program Head.

Salary and Remuneration: Salary and other applicable allowances shall be paid in terms of “PS4 Category A” of the Project Management Circular 1/2019 issued by the Ministry of Finance.

Interested applicants should send their updated CVs, with names of two non-related referees, who can provide reference of their skills and experiences ,along with a letter of application under registered cover, to **“The Program Head, Secondary Education Sector Improvement Program (SESIP), 5th Floor, Ministry of Education, Isurupaya, Pelawatta, Battaramulla”** and a pdf copy of the same should be mailed to sesipmoe@gmail.com within two weeks of this advertisement.

**Secretary,
Ministry of Education**