## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title: Monitoring and Evaluation Officer</th>
<th>Department/Unit:</th>
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</thead>
<tbody>
<tr>
<td>Reports To: Community Resilience Program Manager</td>
<td>Employment Status:</td>
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<tr>
<td>Supervises: N/A</td>
<td>☐ Full-time ☐ Part-time ☐ Project</td>
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<td></td>
<td>☐ Consultant ☐ Others (Specify)___________</td>
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<tr>
<td>Job Level: Officer</td>
<td>Work Location: Meralco Ortigas</td>
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### General Description:
The Monitoring and Evaluation (M & E) Officer will be responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that the project activities result in the achievement of its intended outputs in a cost effective and timely manner.

### Essential Functions:
In close coordination with Program Manager, Community Resilience staff and project partners,

1. Design M & E tools and implement monitoring & evaluation activities of Community Resilience projects
2. Develop reports, presentations, studies and other documentations into Knowledge Management products of the unit
3. Support the Program Manager in preparing proposals, reports, presentations and promotional materials of the program
4. Assist in the management, implementation and monitoring of the projects under the Community Resilience Program
5. Perform other related tasks as may be assigned by the Executive Director or his/her designee, or as required by the Foundation.

### Educational Background/Work Experience (Minimum Requirements):
- Bachelor’s Degree in Business Management/Development Studies/Community Development or other related courses such as Social Sciences
- With two (2) to three (3) year work experience in Community-based projects

### Other Skills/Qualifications:
1. Background on Community Organizing or Community-based DRRM is an advantage
2. Accommodating
3. Resilient/Adaptable
4. Assertive
5. Team player
6. Good oral and written communication
7. Excellent interpersonal skills
8. Presentation skills and technical writing
9. Analytical
10. Detail and result oriented
11. Computer literate and knowledgeable in basic MS Office and other applications

Approved by: ___________________________________________  Conforme: ___________________________________________
Immediate Superior’s Signature over Printed Name  Employee’s Signature Over Printed Name
Date: __________________________________________________  Date: ________________________________________________