



**Position Title: Monitoring & Evaluation Officer - Temporary**

The Position shall be responsible for:

- Assisting in implementing monitoring and evaluation &
- Research activities aimed at measuring progress in the delivery of Vision 2036.

**Duties**

- Assists in implementing the Vision 2036 monitoring framework to measure national performance towards the achievement of Vision 2036.
- Maintains all the identified reliable data sources for all monitoring and evaluation indicators including those in the High-Level Outcome Indicator framework.
- Stores and retrieves data and information for populating all the key performance monitoring indicators and targets.
- Populates the key monitoring indicators and targets
- Maintains the tracking system on Botswana performance towards regional goals and Sustainable Development Goals.
- Assists in managing storage and retrieval of data and information for populating all the key performance monitoring indicators and targets.
- Assists in the provision of secretariat service to the stakeholder forums established to ensure greater harmonisation in programming and investment by all stakeholders.
- Provides input into the development and implementation of the Vision 2036 Corporate Strategy.

**REQUIREMENTS**

<b>Qualifications</b>	<b>Experience</b>	<b>Knowledge</b>	<b>Skills</b>	<b>Behaviour Attributes</b>
<ul style="list-style-type: none"> <li>• Bachelor’s Degree in Statistics, Economics, Demography, or related area.</li> <li>• Professional Training in Monitoring and Evaluation as an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• At least three (3) years post qualification experience in Monitoring and Evaluation or in a research environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of monitoring, research and evaluation processes.</li> <li>• Knowledge of research software</li> <li>• Thorough understanding of Monitoring and evaluation.</li> <li>• External Environment Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical</li> <li>• Exceptional report writing skills.</li> <li>• Excellent communication skills.</li> <li>• Ability to build alliances and establish strategic partnerships.</li> <li>• Strong research background.</li> <li>• Data Management</li> </ul>	<ul style="list-style-type: none"> <li>• Influence and Impact</li> <li>• Attention to detail.</li> <li>• Analytical.</li> <li>• Business Acumen</li> <li>• Achievement orientation</li> <li>• Excellent Written and Spoken Communication</li> </ul>