

Career Opportunity

YPP provides equal opportunity to all qualified female & male including the physically challenged candidates.

Programme Officer-Meal

Last Date: Friday 18th March, 2016

Background:

Youth Parliament of Pakistan (YPP) is a non-profit, non-political, and non-religious organization. The main objective of YPP is to foster and transform talent and excellence of adolescents and youth of Pakistan into tangible action and community service.

Project Title: Empower Youth for Work

Empower Youth for Work promotes a positive enabling environment for youth, especially young women, to thrive, achieve their potential and contribute to their community. The program focuses on communities hardest hit by climate change.

There will be better economic prospects through improvements in the job market, better support and opportunities for youth entrepreneurs; access to better training that enables them to benefit from these opportunities, including ‘soft’, technical and vocational training; an improved social and political enabling environment that recognizes the contribution youth can make to society and the economy. We propose to launch an integrated, innovative program collaborating with stakeholders in private, public and civil society sectors to create new, improved, sustainable models for youth inclusion in employment, training, youth group support, business development services and access to finance; community and mass media campaign activities designed to change norms and policies that hinder opportunities for youth.

Duties and Responsibilities:

- ✓ To define and/or develop specific processes, methodologies and tools for planning, monitoring, evaluation, learning, accountability and reporting in line with organization minimum requirements;
- ✓ In close coordination with affiliates and project teams, to develop and monitor implementation of systems, processes and tools ensuring quality and consistency in MEAL and in programme reporting;
- ✓ To follow-up the policies, manuals and guides on Monitoring, Evaluations, Learning and Accountability of organization to ensure their implementation with sufficient quality.

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- ✓ To ensure that all processes, methodologies and tools are gender sensitive and capture gender transformative changes.
- ✓ To support teams in the process of adaptation of methodologies and tools according to project requirement while ensuring consistency of MEAL.
- ✓ To ensure capacity building and participation of relevant Oxfam team, partners, target groups and community in MEAL
- ✓ To provide technical assistance and to support the project team to implement, monitoring, evaluation, accountability and learning processes at field levels; in particular in the collection of quantitative & qualitative information from various sources.
- ✓ To train and develop the project teams on programme standards and on knowledge, skills and competencies necessary for effective monitoring, evaluation, learning and accountability.
- ✓ To train and/or to provide technical assistance for capacity building of partners to implement MEAL and in reporting;
- ✓ To provide support and advice for target groups in the community and advice on processes for their participation in MEAL where appropriate.
- ✓ To monitor (remote and through field visits) quality of MEAL and provide ad hoc support for improvement.
- ✓ To promote and facilitate sharing of MEAL experiences and good practices among the stakeholders.
- ✓ To provide analysis and presentation of MEAL data and carry out the MEAL work for the field activities, provide feedback on programme progress.
- ✓ To compile monitoring data into overall reports reflecting activities, outputs and outcomes in order to guide management decision making, provide accountability to stakeholders, share learning and demonstrate impact;
- ✓ To monitor programme issues and risks and contribute to contingency planning and responses
- ✓ To feed back to the team on progress towards programme objectives and MEAL and advice on alternatives at field level.
- ✓ To support effective learning and exchange from outside the programme in order to improve the effectiveness of the current programme.

- ✓ To lead the process of mid-term and final evaluation and management responses

Qualifications:

- ✓ Bachelor/Masters in “Statistics or Administration”
- ✓ Prior 3 years’ experience in MEAL.
- ✓ Working experience with the project stakeholder institutions and agencies
- ✓ Excellent communication skills and effective interpersonal and negotiation skills Strong writing, presentation and reporting skills
- ✓ Strong computer skills