



OMBUDSMAN COMMISSION OF PAPUA NEW GUINEA

JOB DESCRIPTION

Position:	Monitoring and Evaluation Officer	
OC PBSS Grade	8.1	
Salary Range:	K55, 734.00 – K64, 552.00	
Location & Position Number:	Executive Services Policy and Planning Unit	COS14
Date of Approval:		

1. What the person does and why

The Monitoring & Evaluation Officer will work with the Policy & Planning Unit Manager to formulate annual business plans, develop implementation schedules in consultation with the relevant Divisions and coordinate the external funded complementary projects for the Commission.

S/he will coordinate the review of the existing plan documents, monitor their implementation and evaluate their impacts against the mandated functions of the Commission in consultation with the appropriate Divisions.

S/he is also responsible for developing project proposals for funding submissions to external donors for projects that will complement the core functions of the Commission. The Officer will coordinate their implementation and produce the required reports to the agencies concerned.

2. Where the position fits in the organisation

The position is in the Policy & Planning Unit within the Executive Services Branch, reporting directly to the Policy & Planning Unit Manager

3. Role of work area.

The position of the Monitoring & Evaluation Officer is created within the service of the Ombudsman Commission of Papua New Guinea. The Officer will be responsible for the effective and efficient formulation, review and implementation of the Commission's business plans and the externally funded projects/activities.

The Officer will be responsible for the effective and efficient performance of the Commission and produce work performance reports on a quarterly basis through the Performance Management Review workshops. S/he will liaise with the Project

Managers on all aspects of the external funded complementary projects to develop the project proposals and produce the required reports within the agreed timeframe.

<p>Accountabilities</p>	<p>The Monitoring & Evaluation Officer will be responsible to:</p> <ul style="list-style-type: none"> • Formulate business plans for the Commission; • Review and assess the implementation of the business plans of the Commission; • Identify flaws in the performance of the Commission and recommend alternative positive options and remedial measures through the Policy & Planning Unit Manager; • Provide reliable and accurate advise on planning matters and the projects to the Commission; • Make plan and budget submissions through the Policy & Planning Unit Manager; • Contribute to monitor and evaluate relevant policies and guidelines of the Commission; and • Attend to other matters of the Commission as directed by the Policy & Planning Unit Manager.
<p>Issues to be addressed</p>	<ul style="list-style-type: none"> • Develop a performance monitoring and reporting system in the Commission; • Ensure MOC endorsed plans and project proposals are accessible to all officers in the service of the Commission • Ensure collective approach in the review and formulation of the OC business plans and the complementary projects/activities.
<p>Decision-making responsibilities</p>	<ul style="list-style-type: none"> • Make submissions and recommendations through the Manager Policy & Planning Unit to the Commission on the planning, monitoring and evaluation matters and the complementary projects.

<p>Communication/ client contact</p>	<p>Flow of communication from the Monitoring & Evaluation Officer to other Divisions and offices listed below and vice versa must be through the Policy & Planning Unit Manager.</p> <p>Stakeholders that the PME0 would be in contact with directly or through the Manager Policy & Planning Unit on planning, monitoring and evaluation matters and projects include:</p> <ul style="list-style-type: none"> • Secretary; • Directors and Line Managers • Regional Managers • Officers in the service of the Commission • Relevant government departments and stakeholders • Suppliers of goods and services to OC • Law & Justice Sector • Relevant donor agencies • Activity/Project Managers
<p>Qualifications</p>	<p>Degree in Management, Public Administration or related field in Planning, Project Management, Business Management, Psychology, Social Work or an equivalent field from recognised tertiary institutions.</p> <p>At least 4 years experience and exposure in similar areas of responsibility and have contributed in formulating realistic business or organizational plans. S/he should have proven record of leadership, team building, budget process, planning, and report writing and communication skills. Exposure to project proposals and coordination is an added advantage but not necessary.</p> <p>S/he must be a computer literate in MS Word, MS Excel, MS Publisher and Power Point presentations.</p>

KEY COMPETENCIES

- Maintain a detailed knowledge of Ombudsman Commission Policy and Planning
Maintain detailed knowledge of OC planning and reporting functions and external funded projects
- Review and formulate plans and projects in line with Commission requirements
- Align OC internal plans and budget procedures with those of external stakeholders and partners such as the Law & Justice Sector Program, National Planning and Treasury.
- Desire to achieve results with available resources and able to work under pressure.

