



# Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

## JOB DESCRIPTION

<b>Position Title:</b>	M&E Specialist (2 Vacancies)	
<b>Status of Post</b>	One Year (with possibility of extension)	
<b>Grade:</b>	PL – Ungraded	<b>Salary:</b> \$33,000
<b>Ministry/Agency</b>	Ministry of Finance, Banking, & Postal Services (MOFBPS)	<b>Division:</b> Monitoring & Evaluation Unit
<b>Location:</b>	Majuro	
<b>Reports to:</b>	M&E Director	

### JOB PURPOSE:

The Monitoring & Evaluation Specialist supports the effective implementation and accountability of Compact and Trust Fund programs by designing robust M&E frameworks, collecting and analyzing performance data, and ensuring compliance with agreed standards. By providing technical guidance to implementing agencies, conducting evaluations, and generating evidence-based insights, the role strengthens decision-making, enhances transparency, and contributes to aligning program outcomes with national development priorities.

### MAIN RESPONSIBILITIES:

#### *Design Monitoring and Evaluation Frameworks*

1. Develop comprehensive M&E frameworks, including results chains, indicators, baselines, and targets, to track progress of Compact and Trust Fund programs.
2. Ensure that frameworks are aligned with national development priorities, donor requirements, and international good practices.
3. Regularly review and update frameworks to reflect changes in program design or emerging priorities.

#### *Conduct Monitoring Visits and Data Verification*

4. Plan and carry out periodic field monitoring visits to validate reported data, assess program implementation, and identify potential challenges.
5. Verify the accuracy and reliability of data submitted by implementing agencies, ensuring compliance with established standards.
6. Document findings and provide actionable recommendations for program managers and policymakers.

#### *Prepare and Implement Evaluation Plans*

7. Design and manage evaluation plans, including mid-term reviews, end-of-project evaluations, and thematic studies.
8. Apply both qualitative and quantitative evaluation methodologies to measure program performance and impact.



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9. Coordinate with external evaluators or consultants where needed, ensuring quality and objectivity of evaluations.

***Provide Technical Support to Implementing Agencies***

10. Build capacity of implementing agencies on M&E standards, methodologies, and reporting requirements.
11. Offer hands-on guidance in data collection, results reporting, and the use of performance indicators.
12. Develop and disseminate tools, templates, and guidelines to improve the quality and consistency of M&E practices.

***Compile, Analyze, and Report Data***

13. Aggregate and analyze program data to assess progress, trends, and emerging issues.
14. Prepare clear, evidence-based reports and presentations for Cabinet, development partners, and other stakeholders.
15. Translate findings into practical policy recommendations to inform decision-making and improve program effectiveness.

***Ensure Compliance and Promote Accountability***

16. Monitor adherence to Compact, Trust Fund, and donor-specific requirements for reporting and evaluation.
17. Contribute to strengthening transparency and accountability mechanisms within government programs.
18. Identify risks related to non-compliance and propose corrective actions.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Development Studies, Economics, Statistics, Public Policy, Social Sciences, or a related field is required.
- Master's degree in a relevant discipline (e.g., Monitoring & Evaluation, Public Administration, Development Economics, Data Science) is strongly preferred.
- Professional certifications or training in monitoring and evaluation, project management, or results-based management would be an advantage.
- Minimum of 5 years of progressively responsible experience in monitoring and evaluation, program management, or results-based reporting, preferably within government institutions, donor-funded programs, or international development organizations.
- Demonstrated experience in designing M&E frameworks, including development of indicators, targets, baselines, and data collection methodologies.
- Experience conducting field monitoring visits, stakeholder consultations, and data verification exercises.
- Strong background in preparing evaluation plans, including mid-term reviews, end-of-project evaluations, or impact assessments.
- Proficiency in data analysis software and tools such as SPSS, Stata, R, or advanced Excel.
- Strong knowledge of results-based management, logical frameworks, and performance measurement methodologies.
- Ability to translate complex data into clear and actionable findings for decision-makers and policy formulation.



- Familiarity with management information systems, data dashboards, and digital data collection platforms (e.g., KoboToolbox, SurveyCTO) is desirable.
- Excellent analytical, problem-solving, and report-writing skills.
- Strong communication and facilitation abilities, with experience engaging stakeholders at multiple levels
- Demonstrated ability to work independently and collaboratively in a team environment.
- High standards of integrity, accountability, and attention to detail.
- Ability to manage multiple assignments under tight deadlines.



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