

**NOTICE OF VACANCY  
FOR  
THE POSITION OF MONITORING AND EVALUATION OFFICER  
OF THE NATIONAL TRAINING AGENCY**

The NTA now seeks to recruit a candidate for the position of Monitoring and Evaluation Officer.

**JOB OBJECTIVE**

Reporting to the Chief Executive Officer, the Monitoring and Evaluation Officer will be responsible for the NTA's monitoring & evaluation activities, with the goal of keeping the organization on track, providing useful feedback in ensuring the quality and effectiveness of services provided by the NTA to trainees, employers, training providers and stakeholders.

**KEY FUNCTIONS AND DUTIES**

- Development of a Monitoring & Evaluation (M&E) framework and system that is suitable for the needs of the organization.
- Work collaboratively with officers of the Central Statistical Office for the implementation of research studies relevant to TVET and workforce development in Grenada.
- Coordinate research activities including stakeholder surveys, sector surveys, employer satisfaction surveys, tracer studies, etc.
- Strengthen inter-agency and OECS-wide coordination efforts by sharing and consolidating data for making decisions on cross-cutting program areas.
- Contribute to the collection and assessment of data (oversee process).
- Manage M&E requirements including plan for purchases and enabling their procurement, within the overall M&E framework.
- Train NTA staff in the correct and consistent use of forms and data collection instruments.
- Assist the staff of the NTA in producing and using quality data.
- Measure key indicators and track them recurrently as stipulated in the M&E Framework
- Analyze data being generated by the system and compute indicators from M&E framework.
- Conduct analysis of data as required enabling management based on results, and compiling lessons learnt.
- Prepare periodic Monitoring and Evaluation reports for the NTA.
- Organize the collection of feedback from stakeholders and report findings to the NTA.

- Update indicators and procedures for monitoring and evaluating the quality and standard of outputs of the programs and activities.
- Updating the requirements for collecting data and surveys.
- Identify new M&E needs as they come up and update / adjust the overall framework in collaboration with other staff at the NTA.
- Liaise with other stakeholders e.g. Ministry of Education to build their capacity for understanding and using the M&E framework and system.
- Prepare and plan the dissemination of program results and lessons learnt.
- Be able to work in a fast pace environment and provide 2<sup>nd</sup> tier support to personnel.

## **JOB DESCRIPTION/COMPETENCES**

### **Minimum Qualifications:**

- A Bachelor's degree in Management Information Systems or a related field and at least 4 years of experience using Management Information Systems or related activities.
- Applicants without a bachelor's degree who are holders of certification in Microsoft Software Development Training on the .NET platform and strong Enterprise Database Management skills will be considered. Familiarity with Microsoft Business Intelligence Services (*Reporting Services*) and experience working with Educational Statistics Package and Project Indicators will be assets.
- Training and experience in research and evaluation methodologies.

**The deadline for submission of applications is July 26<sup>th</sup>, 2017. Applications should be sent to [executive@grenadanta.gd](mailto:executive@grenadanta.gd) or [info@grenadanta.gd](mailto:info@grenadanta.gd) and addressed to:**

The Chief Executive Officer  
National Training Agency  
Belmont Rd.  
St. George's,  
Grenada