**Terms of Reference**

**Program Assistant (M&E)**

Under the direct supervision of the Monitoring and Evaluation Officer (POL), under the overall guidance from National Team Lead -Polio, the incumbent will be responsible for the following duties:

* Work as a team member of the M&E unit, SIA operations and relevant units at the National NEOC
* Be responsible for collecting and analysis of M&E data from across Pakistan for all three phases of the campaigns, (pre - intra and post), at National level.
* Assist M&E officer in carrying out M&E activities at all levels of the polio programme
* Follow up with provincial M&E teams on M&E activities including planning, recruitment of monitors, surveyors, trainings, deployment, report collection, etc.
* Provide assistance in tracking and to ensure the responses to PCM/LQAS completed, recorded & data shared to PEOC & NEOC levels.
* Update existing data in the system as and when necessary.
* Assist in developing monitoring plans so that the results and outputs are appropriately reported and compared with targets.
* Assist in data analysis of post campaign evaluations and preparing campaign review presentations.
* Provide full administrative support to the Programme including document drafting, following up action points and tasks, and routine correspondence. Follow up on actions based on monitoring findings.
* Assist M&E Officer in preparation of technical reports for LQAS and PCM at the end of each activity.
* Follow up with Provincial M&E PDA for in-time data entry of DDM cards of Post Campaign Evaluation.
* Provide support in capacity building of the M&E team, including partner staff, at provincial, district & sub-district levels and implement training in collaboration with the training officers.
* Facilitate or contribute to joint monitoring plans in coordination with national partner’s staff and visit to the field where & when required.

Perform all other duties assigned by supervisor in accordance with the objective & deliverables of the M&E unit and NEOC.

**Requirements:**

Education & Qualification:

* First University Degree in Social Sciences, Statistics, or other related field
* Monitoring and Evaluation trainings are preferred

Knowledge and Experience:

* At least 3-5 years of relevant experience in the NGO/INGO, Public and Private organization. Experience included one year in the field of Monitoring and evaluation
* Knowledge on results-based management.

Skills

* Ability to work under pressure and to tight deadlines.
* Good teamwork skill
* Ability to work independently.
* Good computer skill included MS Office and statistical tools.
* Have report writing and presentation skill.

Preference will be given to experience & qualified female