

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: DJAGLJ.15
OFFICE: PNG Law & Justice Sector Secretariat	DESIGNATION/CLASSIFICATION: Coordinator- Sector Monitoring & Evaluation	DIVISION: Law & Justice
LOCAL DESIGNATION: Coordinator Sector Monitoring & Evaluation	BRANCH: Law & Justice Sector Secretariat	REPORTING TO: Manager Sector Monitoring & Evaluation
SYS. POS. NO: (Position number of the immediate supervisor)	REF. NO: (Position number reference)	SECTION: Sector Monitoring & Evaluation
LOCATION: Port Moresby, National Capital District		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/lj: 20/24	20 TH AUGUST 2024	REVISED

2. PURPOSE

The Coordinator Sector Monitoring & Evaluation is responsible for the development, implementation, and management of monitoring and evaluation (M&E) frameworks and systems within the PNG Law & Justice Sector. This role ensures that sector programs and initiatives are effectively monitored and evaluated to improve performance and outcomes.

3. DIMENSIONS

- **Budget Accountability:** Assists in managing M&E activities within the budget.
- **Staff Supervision:** Nill.
- **Resources:** Manages resources necessary for M&E activities, including data collection tools and software.

4. PRINCIPLE ACCOUNTABILITIES

- **Framework Development:** Develop and maintain comprehensive M&E frameworks and systems.
- **Implementation:** Oversee the implementation of M&E frameworks across sector programs and initiatives.
- **Data Collection:** Ensure accurate and timely data collection for M&E purposes.
- **Analysis:** Analyze M&E data to assess program performance and impact.
- **Reporting:** Prepare and present M&E reports to senior management and stakeholders.
- **Capacity Building:** Provide training and support to sector agencies on M&E practices and methodologies.

5. MAJOR DUTIES

- Develop and maintain M&E frameworks and systems for the sector.
- Coordinate the implementation of M&E frameworks across sector programs.
- Ensure accurate and timely data collection from sector agencies.
- Analyze M&E data to identify trends, challenges, and opportunities for improvement.
- Prepare detailed and comprehensive M&E reports.
- Present findings and recommendations to senior management and stakeholders.
- Provide training and support to sector agencies on M&E practices and methodologies.
- Ensure compliance with government regulations and sector policies in all M&E activities.
- Engage with stakeholders to foster a culture of continuous improvement and data-driven decision-making.
- Represent the Secretariat in M&E forums and networks.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Collaborates with senior management within the Department of Justice & Attorney General.
- Works closely with M&E officers and other staff.

(b) External:

- Engages with external stakeholders including sector agencies, donors, and civil society organizations.
- Represents the Secretariat in M&E forums and networks.

6.2 WORK ENVIRONMENT

The position operates within an analytical and evaluative framework, requiring a strong understanding of M&E methodologies and practices. The Coordinator must work under pressure to ensure effective monitoring and evaluation of sector programs, balancing multiple priorities and stakeholder interests.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adheres to government regulations, policies, and procedures.
- **Decision:** Authority to make decisions on M&E methodologies and resource allocation.
- **Recommendations:** Provides recommendations to senior management on improving sector performance based on M&E findings.

8. CHALLENGES

The most significant challenge is ensuring the effective and consistent implementation of M&E frameworks across diverse sector programs and initiatives. Balancing the need for detailed analysis with the constraints of time, resources, and data availability is a critical aspect of the role.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

- Bachelor's degree in Public Administration, Social Sciences, Statistics, or a related field. A Master's degree is preferred.

(b) Knowledge:

- In-depth understanding of M&E methodologies and practices.
- Knowledge of the law and justice sector in Papua New Guinea.

(c) Skills:

- Strong analytical and research skills.
- Excellent communication and interpersonal skills.
- Proficiency in data analysis and reporting tools.

(d) Work Experience:

- At least 5 years of experience in monitoring and evaluation, with a minimum of 2 years in a coordination or management role.