



Name:			
Job Title:	Assistant Director Performance Monitoring and Evaluation	Job Category:	Executive Management
Department/Group:	Social Law and Order Sector Secretariat / Law and Justice Sector Secretariat	Reports to:	Director SLOSS/LJSS
Location:	OYC Building, Downtown		
Level/Salary Range:		Position Type:	
Purpose:			
<ul style="list-style-type: none"> <i>The purpose of this role is to provide leadership in Monitoring and Evaluation and ensure that systems designed will generate data and information to promote greater accountability and transparency, and help in identifying lessons learned.</i> 			
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> ○ Provide leadership to sector M&E and agencies to review and improve performance measurement frameworks and reporting products, including the Sector Strategic Framework (SSF) Performance Monitoring Framework (PMF), so that information can be used to improve service delivery; ○ Mentor, Coach and train of sector staff, at all levels to build capacity of sector and agency in respect to monitoring and evaluation, knowledge management, reporting, use and presentation (charts, tables, percentages) of information and data. ○ Facilitate review of the Sector Performance Monitoring Framework and a refined Sector Strategic Framework consistent with the Ten (10) Year Sector Development Plan, ensuring consistency in Indicator Selection and alignment to relevant GoPNG Policy directions such as the Vision 2050, 2015 PNG Development Cooperation Policy, MTDP3 and various other sector Policy Initiatives. ○ Facilitate evaluations of sector Provincial Engagement (PE) activities in collaboration with PE Manager and relevant JSS4D. ○ Enhance collaboration and partnerships with key strategic departments (NRD, NSO, DNPM) to foster implementation of the Policy Monitoring and Evaluation Framework and other key policy developments such as 2015 PNG Development Cooperation Policy. ○ Scoping, design and development of, a suitable, fit for purpose, strategic and activity-based monitoring and program performance database and/or system(s) to store, consolidate and report on agency/sector data and information. ○ Analyze / review agency data sets with emphasis on data that is relevant, achievable, measurable, can be evaluated, responded to and can assist in making effective management decisions and monitor / evaluate serve delivery outcomes in the sector. ○ Assist sector and agencies to develop, implement and review results-based monitoring and evaluation approaches and programs ○ Work with agencies to identify and / or strengthen data sources and collection methodologies and develop were applicable data collection forms or tools. ○ Recruitment and mobilization of Sector Performance Monitoring and Reporting Adviser ○ Recruitment and mobilization of Sector Database and ICT Adviser 			



- Assist SLOS Agencies in the uptake and mobilization of indicator selectin for the activities proposed in the SLOS Program Logic
- Operationalize the SLOS M&E Framework and Reporting
- Support the sector M&E Group to mobilize M&E Community of Practice across SLOS, particularly within the larger agencies such as DJAG, RPNGC, CS, Education, Health and others to encourage an M&E Culture.

Qualifications and Education Requirements

- Masters or higher qualification in Public Administration or Policy Development
- seven years or more in management roles in Public or Private Service

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	