



LIBERIA ANTI-CORRUPTION COMMISSION

Tubman Boulevard, Congo Town, Liberia



Vacancy Announcement: LACC/006/22

Internal and External Vacancy Announcement

Position	Monitoring and Evaluation Specialist
Reports	Executive Director
Overall Supervisor	Oversight Commissioner
Department:	Monitoring and Evaluation Division
Contract /Employment type:	Contract (Six months)
Duration:	Six Months (6 months)
Advertisement period	January 18-31, 2022 (2 weeks)

Female candidates are encouraged to apply

Organizational Context

Under the guidance and supervision of Oversight Commissioner, supervision of the Executive Director and director supervision of the M & E Consultant, the M & E Specialist supports the overall management and control of the entire M & E process

Functions / Key Results Expected

Role and Responsibilities of the M&E Program Manager

Planning of M & E Activities:

The M&E Specialist provides professional guidance to the implementation of the activities within the M & E Department to include the below responsibilities:

- Supervising the implementation of M&E plans and methodology
- Participating in and providing support to project design activities including development of project theories of change and strategic frameworks (Results Frameworks, Log Frames)
- Developing a Monitoring and Evaluation plan
- Helping determine performance and impact indicators and targets
- Providing support to proposal development for M&E components

Day-to-Day Monitoring and Evaluation Activities

The M&E Specialist coordinates the tracking and updating of M&E data as well as ensuring the data is of the best quality possible. Responsibilities include:

- Implementing monitoring systems and designing monitoring tools
- Developing data collection tools
- Monitoring project activities, outputs and progress towards anticipated results



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- Working with data platforms, databases and select technologies to capture and organize data
- Training field staff in monitoring and evaluation processes and providing ongoing coaching
- Conducting or providing support to data quality assessments

Analysis and Reporting

Once the M&E system has been implemented and data collection processes established, the M&E Specialist proceeds with the analysis and reporting of data. Responsibilities include:

- Determining data analysis procedures and use of quantitative or qualitative analysis tools
- Cleaning, sorting, categorizing and organizing data
- Analyzing quantitative and/or qualitative data
- Summarizing findings
- Developing monthly, quarterly or annual reports depending on project requirements
- Disseminating evaluation findings and project results to donors and other stakeholders

Evaluations or Special Studies

The M&E Specialist will often be involved in special studies or evaluations which may be conducted by the M&E professional and project staff in the case of an internal evaluation or with the assistance of external evaluation consultants in the case of final or impact evaluations depending on donor requirements and resources. Responsibilities of the M&E professional include:

- Conducting program analysis or special studies
- Supporting or leading evaluation teams
- Managing external evaluation consultants and draft scopes of work

Knowledge Management and sharing

The M&E Specialist provides support to knowledge management processes within the commission.

Responsibilities will include:

- Contributing to institutional learning processes
- Convening communities of practice and other organizational learning practices
- Tracking best practices in monitoring and evaluation

Core Competencies



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- Must have strong organizational skills and demonstrate capacity to perform effectively within a professional work environment.
- Must have capacity to prioritize and perform multiple tasks within limited time.
- Excellent Analytical skills
- Must demonstrate commitment to the core values of LACC and must have ZERO tolerance record on corruption.
- Must have strong and excellent command of the English language (both written and oral) Good communicator
- Capacity for intelligent evaluation of documentation
- Ability to work under pressure and manage confidential information;

Qualifications and Experience

- Master Degree in Management, Accounting, Finance, Business Administration, Economics, Public Administration, Public Policy, Political Science, Development Studies, Law or any other managerial related field ;
- Obtained an appreciable M & E Training and certificates
- At least 5-10 years of demonstrated experience in similar field either in the public or private sectors, and systems relating to anti-corruption, and improving transparency, and accountability;
- At least 3 – 5 Years of experience working as an M & E Professional

Please address all applications and submit to:

Human Resources Officer

Liberia Anti-Corruption Commission

Congo Town Back Road Oldest Congo Town

Monrovia, Liberia

Email Address: please send electronic copies to wneufville@lacc.gov.lr And dboakai@lacc.gov.lr

Please note that only short-listed applicants will be contacted