

The Program Design, Monitoring and Evaluation (PDM&E) Manager

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a The Program Design, Monitoring and Evaluation (PDM&E) Manager, base in Ho Chi Minh City. The primary goal of this position is to ensure that HFHV sustain its PDM&E capability to effectively and efficiently track and monitor its program and project activities as well as the ability to disseminate best practice and lessons learned internally and externally. The PDM&E is responsible for but not limited to

- To lead the development and management of HFHV's PDM&E system, policies, operational guidances, frameworks, and procedures;
- Review the performance of existing management information systems and identification potential modifications or resources, creating practical tools, innovative approaches and theory of change documents/ matrix;
- Develop the overall framework for M&E systems, including key indicators, outputs, and outcomes;
- Design and maintain qualitative and quantitative data collection methods and tools, research/ survey procedures and supervision (e.g. Environment/ community scanning/assessment tools, preparation of questionnaires and guidance for KAP survey, needs assessment, Disaster Damage Assessment, Participatory Disaster Risks Assessment -PDRA, housing value chains research and mapping, etc.);
- Oversee, conduct, support key internal PDM&E activities including but not limited to carry out survey/ research, analyse data processing (eg. data transfer, entry, verification and cleaning), M&E planning, evaluation, lesson learnt documented as required by the program;
- Conduct PDM&E training need assessments and provide relevant training courses to program staff and local partners;
- Support program/ project staff in developing DPM&E tools, data management, data analysis, basic surveying and sampling techniques, properly document, organize and capture program progress, project activities;
- In conjunction with program staff, conduct regular field monitoring visits to assess progress of project implementation, identify problems and issues to be addressed and recommend corrective actions and track follow-up actions, and promote compliance by project impact and deliverables;
- Work closely with other PSI's technical managers/ specialist/ officers (DRM & CCA, Construction, WASH, Housing Finance, HSS and Market Development) to systemize all PDM&E technical control documents including of forms, templates, checklists, and designs to be clearly guided and fully applied;
- Coordinate with Program and RD&C to review reports in providing clearly articulated M&E findings and predictions, including cost- effectiveness calculations, and support in documentation for concept notes and proposal development;
- Consult and supervise outsource consultant and short-term subject-matter experts in the areas of M&E including of creating terms of reference, technical oversight and reviewing deliverables and reports, as well as ensuring quality and compliance;
- Share and build awareness about PDM&E instruments/ tools for purposes of learning and improvement.
- Perform other relevant tasks and responsibilities assigned by PSI Senior manager and/or Country Director

Requirements:

- Bachelor's degree in statistics, economics, sociology, international development or a related field;
- Minimum of 5 years' solid professional experience with Non-Governmental Organizations, program design, monitoring and evaluation or project management with responsibility for conducting and managing evaluations; Substance knowledge on quantitative and qualitative research methods, data analysis and interpretation, reporting; experiences in participatory PDM&E approaches is desirable.
- Sound working knowledge of program design, monitoring, evaluation and learning approaches, including logical frameworks and monitoring plans, multi-site evaluations;
- Experience in designing data collection instruments and managing data collection
- Strong analytical and research skills;
- Experience preparation and conducting trainings/workshops;
- Ability to multi-task with conflicting priorities in multicultural environments
- Strong in Microsoft applications, Word, Excel, Access, SPSS or other database and data analysis software;
- Willingness to travel

How to Apply:

Closing date: **14 April 2016**

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 3 references including most recent direct supervisors
- Expected salary

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: application@habitatvietnam.org

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam