

# Career Opportunity

<b>Title</b>	<b>HR 115/2024 – Monitoring &amp; Evaluation Officer</b>
<b>Faculty/Division</b>	Centre For Distance Flexible Learning
<b>Reports to</b>	Manager Centre For Distance Flexible Learning
<b>Location/Campus</b>	SINU, Panatina Lower Campus

## Summary of Duties

*The Monitoring and Evaluation (M&E) Officer will be responsible for:*

*Developing and implementing M&E frameworks that effectively assess the impact and quality of distance learning programs.*

*Designing evaluation methodologies, collecting and analyzing data, and producing reports to inform strategic decision-making.*

*Collaborate with stakeholders to identify performance indicators and ensure compliance with educational standards.*

*Ensuring that the services rendered to students are of quality, and to address issues that concern students' academic wellbeing at the University.*

*Ensuring that the goals and objectives of the Academic Office are achieved through quick and timely responses to student enquiries.*

## Duties & Responsibilities

- Development of M&E Frameworks: Create and refine monitoring tools and evaluation methodologies tailored to distance learning environments.
- Data Collection and Analysis: Utilize ICT tools and software for data collection, management, and analysis to assess participant engagement, learning outcomes, and program effectiveness.
- Reporting: Prepare and present comprehensive reports that communicate findings and recommendations to CDFL Management and other stakeholders.
- Stakeholder Engagement: Work collaboratively with faculty, program coordinators, and learners to gather feedback and improve program delivery.
- Capacity Building: Train staff and educators on M&E practices and the effective use of ICT tools relevant to monitoring educational outcomes.
- Program Review: Work collaborates with Program Development & Production [PDP], LCS, SINU Standard & Quality Office [SQO] and DFL Management in the review requirements and evaluation of all Programs offered by CDFL.

## Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Bachelor's Degree: A bachelor's degree in a relevant field such as social sciences, Education, Communication, or a related discipline is often required including 5 years of work experience in the role or similar.
- A Diploma in Finance & Administration/Secretary with a minimum of 10 years of work experience.
- Relevant Experience
- Relevant work experience in M&E, data collection, analysis, or program management.
- Skills
- Technical Skills: Proficiency in data analysis software (e.g., SPSS, Stata, R, or Excel) and knowledge of database management can be beneficial.
- Research Skills: Experience with qualitative and quantitative research methodologies is often important for M&E roles.
- Communication Skills: Understanding of, and experience in Monitoring, Evaluation and Communication.

## Essential to the position

- Desirable:
- Be on time for work
- Efficiency;
- Honest and reliable;
- Can work after hours and during weekends when required;
- Strong PC skills and expertise in MS Office applications. **Please refer to the job description for more information.**

## Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be

obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Human Resource Department email: [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: 10<sup>th</sup> January 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.**

Applications can be emailed to [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb) or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources  
Human Resources Department  
Solomon Islands National University  
P.O Box R113  
Honiara**