

Manager Evaluation & Research- Core Program

1. Job Environment

Position Information:**Reporting Lines:**

MER Officer,
Program Associate- MER section

Department/Division: Monitoring Evaluation and Research**Position:** 1**Placement:** Head Office, Lahore**Donor:** IPPF- Core**Duration of Agreement:** May 2021- Jan 2022**Position Status:** Temporary; with a possibility of extension.**Report To:**

Director MER

2. Job Objective

- To design, execute and produce narrative reports of thematic researches and project specific assessments and evaluations.
- To search and carry out literature review of Sexual and Reproductive Health (SRH) and Family Planning (FP) related materials including research publications, survey reports, policies, guidelines etc.
- To produce high quality well researched content for dissemination and scientific publications
- To review and share feedback on evaluation and assessment reports of different projects produced by external consultants.

3. Functions of the Position

- Design and implement research and evaluation studies under the guidance of Director MER.
- Design data collection tools and analysis plans.
- Coordinate with different departments and sections while designing and implementing studies.
- Carry out field level data collection, and train enumerators for large scale studies; if needed.
- Carry out in depth data analysis of qualitative and quantitative data.
- Produce comprehensive narrative report of evaluation and research studies.
- Produce content for dissemination and research publications in international and national journals.
- Critically review and share feedback on baseline, mid-term and end line reports of different projects out-sourced by Rahnuma FPAP to external consultants.
- Support learning and knowledge sharing initiatives of the organization.
- Represent organization at different forums marked by the organization.
- Perform any other task assigned by Director MER and other senior management staff.

Special Condition:

R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and adhere to the IPPF's Code of Conduct and Safeguarding Policies.

Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'. Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check.

4. Interaction			
Within the organization		Outside the organization	
Head Office Staff Regional Offices Staff Program Management Offices Staff		IPPF and other donor organizations Partner organizations Government of Pakistan Other stakeholders	
5. Competencies			
<u>Interpersonal Skill</u>	<u>Leadership Skills</u>	<u>Management Skills</u>	<u>Technical Skills</u>
Presentation Communication Commitment Loyalty Regular Punctual	Team building Conflict handling Decision making Motivational	Planning Time Management Coordination Innovative	Research Report writing Analytical Critical and investigative Logical Methodical

6.Desired Profile of Incumbent Person Specification	
1.Education/Qualification and Experience	2. Skills and Attributes:
<ul style="list-style-type: none"> • Master in Public Health, Statistics, Social Sciences or any other relevant degree. • Hold minimum 05 years' experience of carrying out research and evaluation studies on public health concerns. • Have understanding of designing research and evaluation studies. • Have experience of carrying out qualitative and quantitative researches and data analysis. • Have excellent experience of report writing. • Have some experience of producing research publications for international or national journals. • Experience of working in development sector preferably in an organization working on healthcare matters. 	<p>Skills:</p> <ul style="list-style-type: none"> • Knowledge about different types of research and evaluation studies is desired. • Ability to produce research and evaluation plans, tools and reports with minimum guidance. • Familiarity with one or more of the following thematic areas is preferred: Reproductive health including family planning, Youth engagement, Poverty and marginalized population issues, gender, etc. <p>Attributes:</p> <ul style="list-style-type: none"> • Proficiency in using MS Office is required, • Skill of using SPSS and NVivo is preferred. • Familiarity with on-line data collection tools and techniques is ideal.