

Ministry of Communications

and Information Technology

*\*Please address all correspondences to the Chief Executive Officer*

**Position Description**

***Position Title:*** Principal Monitoring and Evaluation Officer

***Location:***Tatte Building, Floor 6 - Sogi

***Position Code:*** CTP25003

***Division/Section:*** ICT Sector Coordinator - Division

***Salary grade:*** A16 – SAT55,431.00

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| **Ministry Overview** |

The Ministry of Communications and Information Technology facilitates, leads, and implements the Government of Samoa's vision for Communications development. The Ministry’s Vision is *“****To serve Samoa through Digital Transformation and Communication & Information Services”*** whereas our Mission is***“To provide sound policy advice to ensure affordable, reliable, resilient and secure digital communication services for All.”***

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| **Purpose of Position** |

The Principal Monitoring and Evaluation Officer role are to initiate, facilitate and manage the implementation of the full monitoring and evaluation process through the provision of the project management support to relevant implementation agencies for all sector monitoring and evaluation activities.

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| **Key Responsibilities** |

1. Facilitate and provide hands on support to the relevant sector agencies in relation to monitoring and evaluation activities and matters in accordance with the Public Finance Management Act 2001, Treasury Instruction, Government of Samoa Sector & Planning Manual 20028, Samoa Monitoring & Evaluation Reporting Framework, relevant legislation requirements.
2. Provide support the Implementing Agencies in Strengthening staff capacity on monitoring & evaluation activities;
3. Contribute to the regular collection and collation of qualitative and quantitative data and information to monitor and report on implementation of the Sector Plan and sector projects in line the approved M&E framework;
4. Assist in developing, maintaining and implementing a comprehensive M&E database and data collection tools for the Sector Plan and sector projects and contribute to maintaining it updated;
5. Work in collaboration with sector agencies in the collection of data for populating the monitoring and evaluation framework and extract relevant reports;
6. Maintain all official data/reports relating to monitoring and evaluation activities of sector projects;
7. Contribute to the annual work plan & budget of the ICTSCD and quarterly updates on implementation
8. Contribute to the preparation and implementation of the capacity building plan for sectoral capacity building in monitoring and evaluation;
9. Implement appropriate corrective actions and recommendations relating to M&E activities in collaboration with implementing agencies;
10. Analyze the data collected through the M&E framework and generate detailed progress reports, identifying key trends, performance issues, and lessons learned for both internal stakeholders and donor agencies.
11. Lead periodic evaluations of project outcomes and impacts, ensuring that the Sector Plan’s objectives align with the broader goals of national development.

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| **CORE COMPETENCIES AND SELECTION CRITERIA** | | |
| **Merits** | **Competencies/ Selection Criteria** | |
|  | **Strategic Thinking** | * Understands organizational direction and sets work tasks that align with the strategic objectives. * Understands the relationship between self and organizational goals. * Recognize the impact of operational work on the organization’s direction. * Considers wide issues when assessing the impacts of issues. * Undertakes objective, critical analysis and draws conclusions or weighs up options based on evidence. * Determined and passionate about meeting operational goals and possesses a positive attitude toward change. |
| **Building Relationship** | * Commits to client service, and builds and sustains relationships within the organization and across the public service. * Facilitates cooperation and fosters teamwork through reciprocal sharing of information with key stakeholders. * Capitalizes on diversity and supports interactions from different perspectives to enhance interactions at the divisional level. * Encourages and motivates people to engage in continuous learning and in activities to sustain morale.   Possesses a strong grasp of the key issues and presents a convincing and balanced rationale.   * Promotes the purpose of the organization through networking and reciprocal sharing of authorized information with colleagues and the public. |
| **Achieve and Delivers results** | * Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities. * Responds flexibly to changing circumstances and deploys resources wisely and identifies optimum resourcing combinations. * Adopts a planned approach to the management of programs and defines high-level objectives and supports translation into implementation strategies. * Supports a culture of achievement and ensures planned projects/targets are monitored to achieve expected outputs. * Strives for quality and ensures compliance with regulatory requirements. |
| **Communication and Presentation skills** | * Communicates clearly in written and verbal * Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation * Possess a strong understanding of key issues, and use effective delivery tact’s for a convincing and balanced rationale * Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation |
|  | **Leadership** | * Shows ability to lead and manage planned targets with a commitment to achieving same. * Shows confidence and willingness to lead targets.   Shows sound analytical and innovative skills and commitment to carrying out duties. |
| **Personal Attributes** | **Commitment and Personnel Drive** | * Work effortlessly in any circumstances * Committed to the work, team, and organization by cooperating in team activities and valuing the input of staff at every level * Work together to achieve a common purpose * Pursues work with energy and drive. * Persevere to achieve goals in the face of resistance and setback. * Consistently meets goals and pushes for results. |
| **Integrity and Honesty** | * Acts with integrity at all times * Demonstrate precision in assigned work operations and decision making * Role models professionalism, impartiality, and objectivity in approach to sensitive matters * Presents authorized information where needed * Widely trusted and seen as a direct and truthful individual. * Presents truthful information in an appropriate and helpful manner. * Work in a professional manner despite personal preferences. * Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness. |
| **Intellect and Judgment** | * Applies intellect and knowledge to weigh up complex information and identify critical factors and issues. . * Explores options in full and makes sound decisions under pressure. * Handles concepts and complexity comfortably and can communicate and summarize them effectively to others. |
| **Experience & Performance** | **Experience Knowledge and Past Work Performance** | * A minimum of 5 years’ experience in Government of Samoa processes and legislation; * Demonstrated experience in developing and implementing M&E frameworks, with expertise in data collection, analysis, and reporting for government or donor-funded projects; * Proficiency in using and managing M&E databases and digital tools to support data-driven decision-making and maintain accurate project records; * Strong analytical skills, with the ability to process both qualitative and quantitative data, generate insights, and produce detailed, actionable reports; * Proven ability to collaborate with sector agencies, facilitate consultations, and engage with a wide range of stakeholders to ensure accurate reporting and feedback integration into the M&E process. |
| **Qualification** | **Formal Qualification** | * A Bachelor’s Degree in Economics, Public Administration, Business Administration, Project Management, Finance, Management or relevant field |