

Position : Program Monitoring and Evaluation Manager (PME Manager)
Division : Program
Reports to : National Coordinator
Location : Pantau Gambut Office, Jakarta

The Program Monitoring and Evaluation Manager (PME Manager) plays a crucial role in ensuring that all Pantau Gambut programs are systematically and measurably evaluated. This position focuses on developing and implementing a structured M&E system to achieve desired outcomes. The primary responsibility of PME is to design, implement, and manage the M&E framework that enables the organization to measure the effectiveness, efficiency, success, and impact of the Pantau Gambut's programs. This includes ensuring that the interventions are relevant to the needs, addressed and implemented efficiently, and producing outcomes that align with the organization's roadmap and vision mission.

This position is directly responsible to the Pantau Gambut National Coordinator. They will collaborate with internal teams, partners, and other stakeholders to ensure the expected outcomes can be achieved according to the established standards.

Primary Duties and Responsibilities:

1. Program Governance and Development of Monitoring and Evaluation Strategies:

- Developing long-term and short-term strategies for program development, ensuring that the designed programs align with the organization's vision, mission, and objectives, including coordinating with other managers to develop a framework for new program development strategies and evaluating ongoing programs.
- Establishing active communication with other program managers to ensure integration and synchronization between ongoing programs and new initiatives and collaborating with technical and field teams in formulating strategies and program implementation.
- Developing long-term and short-term strategies for monitoring and evaluating all programs and projects at Pantau Gambut.
- Designing a logical framework and theory of change to ensure that programs have a strong evaluation foundation.
- Defining specific goals, objectives, and performance indicators for each project, considering the program's sustainability.
- Developing and implementing an effective Monitoring and Evaluation system to measure the impact and effectiveness of programs and projects managed by Pantau Gambut.



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- Formulating key performance indicators (KPIs) and performance measurement tools that align with program objectives.
- Creating M&E methodologies that meet standards and integrating quantitative and qualitative methods for evaluating program results and impacts, ensuring their application aligns with needs.

2. Implementation of Monitoring:

- Oversee the periodic implementation of monitoring across all programs and ensure that monitoring activities are conducted by applicable standards and guidelines, as well as the established schedule and methodology.
- Coordinating with field teams to collect relevant quantitative and qualitative data from various sources.
- Ensuring that the data obtained from the Pantau Gambut activities is accurate, relevant, and collected promptly.
- Conducting data quality verification and in-depth analysis to ensure alignment with the work plan and organizational objectives.

3. Analysis and Evaluation of the Program:

- Conducting evaluations of the program in the middle and at the end of the period to assess achievements, effectiveness, efficiency, and impact of the program, as well as to identify target achievements, potential obstacles, and lessons learned, along with improvement recommendations based on the evaluation results to enhance the quality of the program in the future.
- Performing an in-depth analysis of the collected data to assess the performance of the Pantau Gambut programs.
- Conducting long-term impact assessments, including contributions to climate change mitigation from the Pantau Gambut programs.

4. Reporting:

- Developing comprehensive M&E reports periodically for internal and external stakeholders, including partners and donors.
- Prepare narrative reports that describe the progress, challenges, and successes of the program and provide recommendations for improvement.
- Present M&E findings in an informative format to facilitate strategic decision-making.
- Ensuring all M&E reporting complies with donor regulations standards and contract requirements.
- Coordinating with the finance team and project managers to ensure that performance and financial reporting are aligned and consistent.

5. Data and Documentation Management:

- Managing the system for collecting, processing, and storing data related to M&E, ensuring that data is easily accessible, secure, and accountable.
- Ensuring that M&E data management is effective and efficient, including data processing, statistical analysis, secure storage, and availability for future evaluations throughout the monitoring, evaluation, and reporting processes.
- Implementing an integrated and user-friendly data management system to allow easy and secure access for all involved teams.
- Ensuring that all M&E documents are well-documented and easily accessible for audit and review purposes.

6. Coordination and Capacity Building:

- Collaborate with field teams, partners, and other stakeholders to ensure engagement in the M&E process.
- Train relevant staff in monitoring and evaluation so they understand the methods, procedures, and tools used.
- Maintain good relationships with donor partners and ensure compliance with the M&E guidelines they set.

7. Risk Evaluation and Learning:

- Identify risks that may hinder the program's success that could arise during its implementation and develop appropriate risk mitigation strategies.
- Using evaluation results to identify lessons learned to improve the planning and execution of future programs.
- Actively participate in the organization's internal reflection process to continuously enhance the quality and efficiency of programs.

Qualifications

- Minimum Bachelor's degree in various fields, preferably with additional PME, Statistics, Knowledge Management, or Outcome Harvesting education.
- At least three years of experience in PME and mastery of evaluation methodologies (qualitative, quantitative, mixed, impact) and data analysis.
- Proficiency in using office software and applications related to monitoring and evaluation.
- Proficient in English (both spoken and written).
- Knowledgeable about strategic planning, performance measurement, program implementation, M&E techniques, and practices, including indicator selection, reporting, and database management.
- Capable of conducting conceptual analysis related to program issues and analysis for program formulation and evaluation.



- Good interpersonal skills, able to work in a team, work independently with minimal supervision, and capable of working under pressure and in diverse environments.
- Able to facilitate and act as a liaison for external evaluations.

This position will be based in Jakarta and full-time with a fixed-term employment agreement for 12 months, with the possibility to extend based on results and performance.

A written test will be given to candidates who pass the interview stage.

Send your cover letter and CV to recruit@pantaugambut.id with email subject format: **PME PG_(Your Name)**, by **14 October 2024**.