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# Example of Evaluation Advisor Job Description

Our company is growing rapidly and is hiring for an evaluation advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for evaluation advisor

* Build upon industry and experiences to improve consistency, quality and practicality of M&E strategies
* Provide training to staff, primary stakeholders, and implementing partners on M&E components in project design
* Develop a comprehensive SAFE M&E Work Plan at the start of project, assess the implementation of the Work Plan on a regular basis, and make updates to the Work Plan as needed
* Oversee the development and maintenance of databases and provides technical assistance and training to the staff at the sites responsible for data entry
* Oversees the preparation of monthly, quarterly, semi-annual and annual data analyses for submission to USAID and FHI HQ
* Lead the design and implementation of the project’s monitoring and evaluation activities, including the development of the project’s Monitoring and Evaluation plan
* Lead the design and implementation of the project’s research activities, including operations research, performance evaluations, impact evaluations and rapid/special studies
* Responsible for developing monitoring and evaluation systems to measure and report on project outcomes, impact and progress for the client, partners and project team
* Lead the development of monthly, quarterly and annual progress reports on the status of project implementation
* Supports and supervises collection and analysis of data for project M&E in accordance with timeframes set forth in the work plan

## Qualifications for evaluation advisor

* A Certificate or tertiary qualification in a relevant area, such as Business, Management, Policy, and/or equivalent management/leadership experience in a relevant area
* Demonstrated ability to provide high level strategic leadership at all levels of the organisation to lead and deliver on the objectives of the planning and performance function
* Demonstrated understanding of the challenges and methodologies to ensure impact planning, monitoring and evaluation can be measured and applied uniformly and effectively in the organisation
* High level analytical, conceptual and research skills with a well-developed understanding of the function of planning and performance measurement in a large organisation and the ability to manage a team to deliver on team objectives
* Master degree in public health, social science, epidemiology or comparable qualification
* Experience in data analysis using statistical software packages preferred