



OFFICE OF THE CLERK OF PARLIAMENT  
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE  
PARLIAMENT BUILDING  
O&U DRIVE, TOWER HILL  
FREETOWN  
E-mail: [apply@parliament.gov.sl](mailto:apply@parliament.gov.sl)



Job Title: Monitoring and Evaluation Officer  
Job Grade: 8  
Institution: Parliament  
Location: Parliament Building, Tower Hill, Freetown  
Reports to: Director Parliamentary Assistant Coordinator  
Supervises: (No supervisory role)

### JOB PURPOSE

The Monitoring and Evaluation Office is responsible for preparing narrative reports to Development Partners in accordance with signed contribution agreements as well as carrying out the monitoring and evaluation of the impact of development interventions

### MAIN DUTIES

- Develop a monitoring and evaluation framework including measurable quantifiable and qualitative indicators, as well as compile baseline data based on official sources, to report on implementation of the Parliament's Strategic Plan
- Monitor and evaluate the outcomes of interventions and activities in support of the Parliament's Strategic Plan
- Compile narrative reports of MPs, Committees and staff on their participation in development partner sponsored activities and events
- Prepare monthly and annual narrative reports on interventions in support of the Strategic Plan to the Ad-Hoc Committee, the Office of the Clerk and Development Partners
- Ensures that all Development Partner aid for Parliament is correctly recorded in the MOFED DACO Development Partner Database
- Identify and report to the Development Partner Programme Coordinator any issues affecting the implementation of activities and interventions in support of the Strategic Plan
- Perform any other duties within the scope and intent of the job as may be assigned from time to time

### JOB SPECIFICATION/REQUIREMENTS

#### I. Educational/Professional Qualification

- Degree in project management, development, political economy or a related field



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## II. Experience

- Minimum 3 years of work experience as a development project monitoring and evaluation officer, reporting officer or project manager

## III. Others

- Proficient in MS office applications

## COMPETENCIES

### I. Technical

- Demonstrated capacity to draft high-quality reports to development partners
- Ability to lead formulation, oversight of implementation, monitoring and evaluation of project

### II. Managerial

- Builds strong relationships with partners, focuses on impact and result for the partners and responds positively to feedback

### III. Personality

- Demonstrates strong oral and written communication skills

## KEY DELIVERABLES

- Preparation of a monitoring and evaluation framework for the Parliament's Strategic Plan
- Monitoring and evaluation is carried out of all Development Partner interventions in support of the Parliament
- Production of the Annual Report on Parliamentary Development which include lessons learned based on monitoring and evaluation
- Parliament reports to Development Partners in accordance with signed contribution agreements
- Accurate and timely recording of all Development Partner aid for Parliament within the MOFED DACO Development Assistance Database