

Job Positions for Reform Implementation Support Unit at Supreme Court of Pakistan

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3. Monitoring & Evaluation Specialist:

- (a) Lead the monitoring and evaluation role of RIS team including to develop the Monitoring and Evaluation Framework for the interventions. Support the RIS in developing and / or implementing (as the case may be) a multiyear strategic plan, high- level objectives, and outcome- based measures of success. Such a plan will include specific quantitative milestones that the M & E Specialist will help break down into the annual work plan, for better monitoring and accountability. In doing so, the authorities may also identify emergent needs and priorities, which are not part of the on-going strategic plan, to update the Plan. The M &E Specialist will support the RIS Team Leader to update the Plan, accordingly.
- (b) (b) Track progress of the intervention as per the annual work plans, identify lags and issues, and advise management on corrective actions needed to ensure timely achievement of milestones and deliverables.
- (c) Liaise with respective authorities of the Supreme Court of Pakistan (SCP) and other authorities in the provinces/ regions as well as stakeholders, to obtain input to the strategic plan.
- (d) Support the respective heads prepare a draft of the strategic plan for consideration by the approving authorities and work under their direction to finalize that plan.
- (e) Prepare templates for reporting performance by the authorities and orient / train the authorities on the reporting requirements, on monthly basis.
- (f) Monitor country-wide consistency in performance reporting methodologies, monitor performance against strategic plan objectives.
- (g) Collect data, collate and analyze the performance reports from the respective authorities and produce summary performance reports for consideration by the approving authority (ies). This report is expected to highlight, achieving targets, outstanding targets requiring actions and risks to achievement of Strategic Plans' objectives.
- (h) Support the authorities to meet timely, at the agreed intervals to review implementation progress, consider and resolve issues.
- (i) Provide secretarial services to the authorities for the monitoring and evaluation of the implementation of the strategic plan, aiming to report to the approving authorities compliance (or not). This includes documenting the decisions.
- (j) Prepare monthly implementation progress updates in collaboration with the implementing authorities for submission of a consolidated report to the approving authority.

- (k) Identify resources (budget) required for the monitoring and evaluation of the Strategic Plan implementation as well as the RIS.

- (l) Follow up on the approving authorities' decisions and report monthly compliance (or not) to both.
- (m) Other related tasks as the reform activity and approving authorities may require.

Qualification & Experiences:

- Master's degree in Economics, Business Administration or Management and/ or an equivalent degree in Engineering;
- At least three (3) years of experience in monitoring and evaluation, results-based management.
- At least two (2) years experience in conducting evaluations (analyses) and reporting writing
- Designing and implementing M&E activities systems and conducting evaluations is a plus.
- Work experience with the public sector in Pakistan is a plus.
- Work experience with the international development partners is a plus