



Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: MANAGER, MONITORING, EVALUATION AND COMPLIANCE

JOB SUMMARY:

The Manager, Monitoring, Evaluation and Compliance is a member of the Auditing, Monitoring, Evaluation and Compliance Unit of the Trinidad and Tobago Police Service and provides technical assistance in general program monitoring and evaluation; operational monitoring and evaluation; management information system; develops indicators for monitoring performance; develops and maintains the overall Performance Management Plan and project-level monitoring and evaluation plans; supports project design; produces annual reports on performance; and supports the TTPS in decision making, based on monitoring and evaluation data.

REPORTING TO: Commissioner of Police (COP)

DUTIES AND RESPONSIBILITIES:

A. Monitoring and Evaluation

Leads the process in establishing performance measures and targets, collecting and analysing information on results, planning and managing evaluations and assisting the TTPS management in using evidence based information for decision-making and resource allocation.

- Assists Senior Management in the design and development of appropriate framework and attendant systems for the implementation of effective monitoring and evaluation of programmes, projects and operations of the TTPS.
- Collaborates with the relevant stakeholders (Internal and External) to ensure collation and compilation of data and statistics for the preparation of reports.
- Determines best practices for the TTPS in terms of quality systems and advise thereon
- Provides input into the design, implementation and dissemination of evaluations, special studies and assessments and supervises external consultants as necessary.
- Leads internal evaluation teams conducting assessments of specific TTPS initiatives.
- Co-ordinates the creation of an organization level Performance Management Plan including assessing the validity of the information and indicators that contribute to that plan.
- Assists Operational Managers and Project Managers in selecting data collection methods for adequate monitoring and evaluation of operations and programs as a whole (these methods may include field visits), quarterly reports, specialized surveys and other sources of information). Assists in reviewing these methods and developing the necessary tools/instruments to enable timely collection of the required data.

- Co-ordinates the regular review of progress towards achieving Objectives by Senior Management, through program reviews, portfolio reviews or other processes.
- Encourages the use of performance information in resource allocation decisions by Management, through leading discussions, preparing analysis or other measures.
- Seeks ways to streamline the process and increase efficiency in gathering and using performance information.
- Co-ordinates the process for updating policy and procedure documents in the areas of monitoring and evaluation to align with the most current TTPS Policies and Legislative requirements. Seeks ways to increase transparency of the system by reviewing results and use of performance information.
- Works as a Point of Contact for Evaluation in the TTPS and provides guidance to technical teams on issues related to monitoring and evaluation.
- Assists Senior Management in building Monitoring and Evaluation capacities.
- Represents the TTPS on various committees, conferences and workshops, including regional and international events.
- Performs other related duties.

B. TTPS Team Representative

Supports the planning, design, implementation, monitoring, evaluation and reporting of activities for a particular technical sector.

- Contributes to the planning of new activities that support the desired results under an annual Operating Plan; this includes providing input into assessments, Project Appraisal Documents, and Scopes of Work for new activities.
- Assists in the monitoring and evaluation of the implementation of activities; this may involve reviewing work plans, quarterly reports, participating in field visits, initiating regular portfolio reviews and contributing to program evaluations.
- Supports the preparation of all TTPS reports such as Performance Plans and Reports, Operational Plans, JSC and PSC Enquiries, and Annual Budget Justifications.

QUALIFICATIONS:

- Education: Bachelor of Science Degree in a development field, social science, or relevant discipline (Master's Degree will be an asset), with specialized training in monitoring and evaluation.
- Prior Work Experience: Minimum of five (5) years of progressively responsible professional experience in a results-based monitoring and evaluation environment.
- Job Knowledge: Demonstrated ability in data analysis, project design, monitoring and evaluation activities. Experience developing results frameworks, logical frameworks, or similar tools for project design is required. Experience developing and/or using performance management plans or similar tools is required. Demonstrated knowledge of, and experience in monitoring and evaluating programs – including indicator development, study design, and data analysis – in multiple sectors. Experience using knowledge management software or database is highly desired. Experience in managing contracts is also desirable.

SKILLS AND ABILITIES:

- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner.
- Excellent research and data collection methodology skills.
- Ability to create organizational work plans based on higher-level goals.
- Ability to lead and co-ordinate multiple offices through multiple step processes without being a direct supervisor (although appropriate authority will be given).
- Skills in supporting staff with a variety of levels of knowledge and capabilities.
- Strong organizational skills in order to balance competing priorities
- Ability to work independently to efficiently meet deadlines
- Strong interpersonal skills
- Oral and written communication skills to deal effectively with mid and high level operatives.
- Ability to apply TTPS Standing Orders, regulations and procedures to daily work requirements.
- Excellent computer skills, including word processing, spreadsheet programs and database management.
- Strong report writing skills.