**Build Your CAREER**

**with Us**

**Heartfile** is a non-profit NGO think tank with a focus on policy analysis and innovative solutions for improving health systems in Pakistan. We have the following vacancy for an energetic, motivated and talented Professional to serve in the Operations Department.

**Monitoring and Evaluation officer**

The incumbent over all role of M&E officer will be designing and implementing a result based Monitoring and Evaluation system that will generate timely information and feedback to project management and other stakeholders for informed decision making.

**Education:** Minimum bachelor from a recognized institution

**Experience:** 2 years, at least 1 year should be in a similar role in a reputable Non-Government organization.

**Duration:** 9 months

**Job Duties:** The candidate has to perform:

* Develop monitoring and evaluation framework/Project Monitoring Plan(PMP) for overall program/project monitoring.
* Design and apply data collection tools for field data collection.
* Undertake field monitoring visits to track project progress and identify loopholes.
* Ensure strong coordination with internal and external stakeholders.
* Document and share success stories, best practices and lesson learns out of project performance.
* Conduct and report mid term and final evaluation studies and related surveys and assessments.
* Produce and share on time quality monitoring reports with project management and other stakeholders.
* Build field staff capacity in monitoring related information collection.

**Apply Before 23th February 2018**



**E-mail Your Resume at:**

[HR@heartfile.org](mailto:HR@heartfile.org)