

**Job Description**

Job title	Planning, M&E Team Leader	Department	Projects
Job holder		Job code	
Job type	Full time	Pay band	
Line manager	Planning & Projects Management Team Leader		
Job aim	To provide strategic leadership in development of strategic and operational action plans, monitoring and evaluation to reach the desired objectives of Watoto Ministry		
Direct reports		As line manager	As countersignatory

**Duty and standards – measurable in terms of time, cost, quality or quantity.**

Duty 1 (10%)	<p><b>Strategy and policy development</b></p> <ul style="list-style-type: none"> <li>• Provides support in the development of Watoto’s strategic vision and mission</li> <li>• Provides support the design and formulation of Watoto strategic, development plans and programs;</li> <li>• Provides support in the harmonization of policies and programmes related to planning, and research on impact of Watoto activities</li> <li>• Develops the monitoring and evaluation framework for Watoto activities</li> </ul>
Standards	<ul style="list-style-type: none"> <li>• Up-to-date strategic plan for Watoto</li> <li>• Monitoring and evaluation framework for Watoto</li> <li>• Project plans</li> <li>• Policies and standard forms for planning, monitoring and evaluation</li> </ul>
Duty 2 (35%)	<p><b>Develop annual operational plans</b></p> <ul style="list-style-type: none"> <li>• Provides support in the design and formulation of annual operational plans and programs;</li> <li>• Coordinates the department’s planning and budgeting process;</li> <li>• Participates in the project design in consultation with R&amp;D teams, architects, engineers and other technical teams to make sure that design intentions are clear and met</li> <li>• Coordinates policy implementation and management decisions relating to the priority initiatives;</li> </ul>
Standards	<ul style="list-style-type: none"> <li>• An up-to-date annual work plans</li> <li>• Project plans developed for priority initiatives</li> <li>• Planning, monitoring and evaluation tools</li> </ul>

Duty 3 (35%)	<b>Manage implementation of plans and projects</b> <ul style="list-style-type: none"> <li>Fast-track expected results vis-a-vis planned activities through measurement and assessment of performance for more effective management of development results of Watoto's programs</li> <li>Provide management support, monitor performance and ensure that the institutional performance evaluation management and feedback process is applied to all departments;</li> <li>Perform feasibility analysis, identify critical issues, policy gaps, and facilitate policy implementation in priority areas across departments;</li> <li>Coordinate policy implementation and management decisions relating to the strategic initiatives;</li> <li>Coordinate the planning and implementation of activities to build M&amp;E capacity within Watoto</li> <li>Lead the preparation of progress and annual reports, and follow up and constant monitoring and evaluation of completion of planned activities and budget execution</li> <li>Lead the review of the Watoto strategic and operational plans</li> <li>Document and share lessons learnt and best practices</li> </ul>
Standards	<ul style="list-style-type: none"> <li>Monitoring and evaluation reports</li> <li>Feasibility/baseline reports</li> <li>M&amp;E Capacity in Watoto</li> <li>Quarterly and annual performance report</li> </ul>
Duty 4 (10%)	<b>Human resource management and development</b> <ul style="list-style-type: none"> <li>Ensure new staff in the department are properly oriented and performance standards well explained</li> <li>Ensure all staff in the department have clear performance standards and are appraised a per the human resource policy</li> <li>Train, coach and mentor staff in the department to deliver high performance</li> <li>Prepare a schedule of annual leave appropriately and ensure adequate security cover at all times</li> <li>Build staff capacity for planning and M&amp;E in Watoto</li> </ul>
Standards	<ul style="list-style-type: none"> <li>Staff performing to the expected standards</li> <li>Work plans accomplished as per the schedule</li> <li>Staff appraisals completed in time and feedback given</li> <li>Staff capacity built in planning and M&amp;E</li> </ul>
Duty 5 (5%)	<b>Preparation of Reports facilities maintenance activities</b> <ul style="list-style-type: none"> <li>Prepare monthly, quarterly and annual reports</li> </ul>
Standards	<ul style="list-style-type: none"> <li>Quality reports submitted timely</li> </ul>

### Person specification

	<b>Core competencies:</b> These are skills, behaviour and work related attributes which are considered essential for all staff regardless of their function or level This criteria will be used as part of the performance management purposes	Essential (E) or desirable (D). Expert (E) or Competent	Selection. How criterion will be measured
	<b>Leadership and strategic thinking</b> Understands organisation goals, is able to translate them into action plans and sell to peers and subordinates.	Essential Competent	Application, Interview, performance appraisal
	<b>Policy and Strategy Development</b> Plays a lead role in identifying the need for new policies or the review of existing policies and either develops the policies or oversees their development and implementation by others.	Essential Competent	Application, Interview, performance appraisal

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	<p><b>Strategic Management</b> Understands the relationship between own job or function and organizational strategy and is able to align own or departmental activities with the strategy</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Analytical Skills</b> Is able to undertake routine analysis in relation to own area of work. Is able to use outputs to support reports on department or sectional performance, etc.</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Problem solving and decision making</b> Is able to make sound decision relating to own working area with minimum input from superiors. Understands the limits of his/her decision making authority and seeks inputs from the appropriate individuals when decisions fall outside area of authority.</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Budgeting and Financial Management</b> Has sufficient skill to successfully manage financial aspects of own area of work for instance budgeting and budgetary control. Knows when to seek technical support from experts</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Negotiation and Influencing Skills</b> Relates well with peers, subordinates and third parties. Operates effectively as a member of a negotiation team and contributes to the achievement of favourable results for the organization</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Diplomacy</b> Has well developed diplomatic skills; is able to handle conflict situations or put forward own point of view without causing offence. And applies diplomacy consistently to all aspects of work and personal conduct.</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Teamwork and Interpersonal Skills</b> Relates well with peers, subordinates and third parties. Has a balanced approach to human relationships and works well in a team.</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Visioning</b> Able to lead and engage the team in strategy generation, spearhead transformational programmes by providing clear direction, leadership and in structure and systems</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>

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	<p><b>Performance management</b> Is able to interpret organizational goals into departmental and individual goals, define standards of performance and ensure that officers under him/her meet such standards. Is able to coach others on performance standards.</p>	<p>Essential Expert</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Resource Management</b> Able to apply procedures and practices in management of resources in cost effective manner and ensures work process achieves quality results within the provisions</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Human Resource Management and Development</b> Able to effectively apply Human Resource Management and implement Human Resource policy and procedures in the organization; provide staff with development opportunities and sets appropriate standard for performance</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Planning and management</b> Fully versed with the organisation's implementation priorities and is able to plan activities in own areas of work and implement to the required standards. May be called upon to support Ministry wide planning activities and participate in monitoring and evaluation</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Risk management</b> Able to anticipate potential risk and minimize the possibility of occurrence. calculate the risk and understand probability of success, benefits and consequence of failure</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Creativity and innovation</b> Devising new ways to approach existing issues to add value. Targets important areas for innovation and develop solutions that address meaningful work issues. Thinks strategically and examines numerous potential solutions and evaluates each before implementation</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>
	<p><b>Communication and report writing</b> Can prepare periodical reports in own area of work, including basic analytical work for presentation to superiors. Or is able to make quality briefs to peers or bosses. Requires minimal input from supervisor.</p>	<p>Essential Competent</p>	<p>Application, Interview, performance appraisal</p>

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	<p><b>Technical Competence</b></p> <p>Completely understands all aspects of planning, research, M&amp;E and reporting, and can execute successfully. Ability to develop, regularly update, harmonise and communicate M&amp;E plans. Ability to integrate M&amp;E planning and implementation processes. Knowledge of results based management, logical framework approach, strategic planning processes and tools. Serves as a point of reference for others in projects. Is able to coach and mentor others.</p>	<p>Essential Expert</p>	<p>Ability to develop, regularly update, harmonise and communicate M&amp;E plans. Ability to integrate M&amp;E planning and implementation processes. Ability to coordinate the planning and implementation of activities to build M&amp;E capacity</p>
	<p><b>Educational qualification and experience</b></p>		
	<ul style="list-style-type: none"> <li>• Master's Degree in Economics, Planning, Management, Development Studies</li> <li>• 5 years of working experience in a large organization in a similar role</li> <li>• Computer literacy in MS office, MS project and database management</li> </ul>	<p>Essential</p>	<p>Application, Interview</p>