

# Job Description - Head, Monitoring and Evaluation

## Job Description of Head, Monitoring and Evaluation

<b>Job Title:</b>	Head, Monitoring and Evaluation	<b>Department:</b>	Office of the Chief Economist
<b>Grade Level:</b>		<b>Unit:</b>	Monitoring & Evaluation
<b>Reports to (Title):</b>	Chief Economist		

### Job Objective and Summary

To provide oversight for planning, evaluation, knowledge management and monitoring. Identify performance indicators, develop quality assurance strategies, monitor and report the Bank's performance against developmental goals.

### Core Responsibilities and Key Result Areas

#### Strategic leadership and management

- Ensures maintenance of positive contact between the institution and key stakeholders
- Makes operational decisions and manages the various components of the program dealing with M&E data collection, verification and reporting;
- Keeps abreast of developments in changes and progress in order to advise and recommend tools and strategies to increase performances and results.

#### Adequate monitoring and evaluation

- Establishes and identifies suitable indicators for effective monitoring of all business areas
- Establishes and implements an effective system to monitor progress, impacts and successes of activities and performance at all levels
- Develops management plan setting out specific quantifiable performance indicators and targets for overall objectives and activities and establishing monitoring systems to measure progress
- Provide recommendations for innovative solutions to streamline monitoring, evaluation and other operational functions.
- Highlights and escalates critical issues and their implications to management for rapid intervention
- Implements the monitoring plan for the organization, producing a risk profile/heat-map to assess priority areas and enable effective scheduling of monitoring reviews
- Implements corrective action plans for resolution of problematic issues

### Key Performance Indicators

- Quality of risk management strategy developed
- Number of errors in the procedures designed
- Cycle time to design monitoring and evaluation plan
- Number of errors in final monitoring and evaluation report
- Quality of reports produced

### Competencies

Knowledge	Technical Competencies	Behavioural Competencies
<ul style="list-style-type: none"> <li>• Understanding of financial investigation principles and practice</li> <li>• Knowledge of risk management techniques</li> <li>• Understanding of banking practice and related policy issues, their implications and applications</li> <li>• Understanding of financial and accounts statement</li> <li>• Deep knowledge of local and international laws and rights</li> <li>• Knowledge of relevant evaluation model/tools</li> <li>• Knowledge of financial products</li> <li>• Understanding of credit analysis, banking operations, money and capital</li> </ul>	<ul style="list-style-type: none"> <li>• Application of P/C productivity tools such as Microsoft Word, Excel, PowerPoint, etc.</li> <li>• Excellent writing and oral communications Skills</li> <li>• Budgeting and cost management</li> <li>• Demonstrates expertise in monitoring and evaluation methodologies and processes</li> <li>• Technical expertise in report writing</li> <li>• Demonstrates expertise in credit analysis, banking operations, money and capital market operations, foreign exchange</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Resilience and Tenacity</li> <li>• Integrity</li> <li>• Strong communication skills</li> <li>• Team work</li> <li>• Responsiveness</li> <li>• Administration and Resource Management</li> <li>• Research Orientation</li> <li>• Results orientation</li> <li>• Numeric Analysis</li> <li>• Ability</li> <li>• Action planning</li> <li>• Creativity/Innovation</li> </ul>

market operations, foreign exchange operations, auditing / examination practices and techniques	operations, auditing / examination practices and techniques <ul style="list-style-type: none"> <li>• Expertise in research methods and practices</li> </ul>	
<b>Qualifications</b>		
<b>Educational Qualifications</b>	<b>Professional Qualifications</b>	<b>Experience Qualifications</b>
<ul style="list-style-type: none"> <li>• A bachelor's degree in Law, Social Sciences or any other related discipline</li> <li>• A master's or post graduate degree in Law or a business-related field is required</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of any recognized body such as Chartered Institute of Bankers/ Finance and/or Nigeria Bar Association/ Association of Arbitration and Mediation is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 7 years working experience in a compliance / regulatory role in a financial environment is required of which at least 4 should be at managerial level</li> </ul>