



Monitoring and Evaluation Officer

Position's Purpose

The Monitoring and Evaluation (M and E) Officer will collaborate with the Director of Callan Services for Persons with Disabilities National Unit, the Project Manager(s), the National Department of Education and the relevant Funding Partner(s) to develop and implement an M and E framework for the training, service delivery and other activities conducted by the Institutions within The Network of Callan Services for Persons with Disabilities.

Responsibilities

Mission

Develop an understanding of the values, philosophy and mission of the Catholic Church and Edmund Rice Ministries within Christian Brothers Oceania Province, and a readiness to build the services of Callan Services National Unit (CSNU) on these foundations.

Work with others within Callan Services National Unit to foster and develop an organizational culture within programs that reach out directly or indirectly to persons with disabilities and others on the margins of society. This is to be done in a way that respects human dignity, provides equality of opportunity, reflects cultural and ethnic diversity and respect, promotes human rights and contributes towards the actualization of people's potential.

Scope of the Position

Service Delivery

- Supporting Inclusive Education Resource Centres in The Network of Callan Services to develop service delivery programmes based on the agreed outcomes of The Network and the relevant Project, with clearly specified outputs to be achieved and activities that will achieve those outputs
- Working with other CSNU staff members and staff members from Callan Studies National Institute (CSNI) and the relevant Resource Centres to develop and implement a monitoring and evaluation framework and processes for the necessary data collection.
- Developing the skills of leaders and other staff members of each institution to implement the monitoring and evaluation framework
- Collaborating with others to develop monthly and quarterly report formats that Institutions and the Monitoring and Evaluation Officer will use for reporting to local governing bodies, to Callan Services National Unit (under the terms of the Memorandum of Agreements within the Network of Callan Services) and to other agencies as appropriate.
- Training of Institution leaders and other relevant Inclusive Education Resource Centres staff members in the use of the report format formats to be used for reporting to Boards of Governors and Callan Services National Unit.
- Collaborating with others to develop and implement processes that analyse the data collected



and support institutions in future quarterly and annual planning, in developing submissions for funding and in dialogue with local, provincial and national government authorities.