

A. Terms of Reference – Monitoring & Evaluation Officer

1. Planning and coordination of the regular and systemic monitoring of the activity's overall progress in achieving the intermediate result indicators and the Company's Development Objectives.
2. Keeping Track of the expenditure details of activities & analyse Cost Control Measures.
3. Identifying potential implementation risks in achieving the set targets, and proactively proposing potential solutions.
4. Data Verification and authentication for further analysis and report generation.
5. Overall Statistical Analysis on the cost incurred & revenue generated.
6. Execute Inventory reduction Analysis.
7. Projection of Revenue and Expenditure of the activities of the company.
8. Coordination of employee Compact Agreement signing and monthly online analysis, evaluation and report submission.
9. Any other work assigned by the supervisor/ Management.

B. Education Qualification:

- Minimum qualification requirement - Bachelors Degree (General).
- Minimum Relevant prior work experience requirement – eight (8) years and above.

C. Personal Specification, Attribute & Competencies:

- ❖ High proficiency in MS Office (Word, Excel, PowerPoint etc.) and excellent web navigation skills.
- ❖ Good communication & Office Management skills.
- ❖ Organizational skills and the ability to concurrently handle multiple assignments.

D. Remuneration & other benefits

- ❖ FMCL grade – 6 (VI)
- ❖ Position Level – P3 (Professional Level)
- ❖ Pay Scale –26,850 -670 -40,250.
- ❖ Monthly Pay Fixation shall be negotiable based on no. of prior work experience.
- ❖ 20% House Rent Allowance (HRA) of the monthly basic pay.
- ❖ Other allowance & benefits will be admissible as per SRR.

E. Employment Type

- ❖ Regular
- ❖ Candidate will be initially placed under probation period of six months.
- ❖ During probation period employee will be placed one grade lower. Only after successful completion of the period, he/she will be paid at the actual grade level.

F. Other Requirements:

1. FMCL Application Form (download from [www. Fmcl.bt](http://www.Fmcl.bt))
2. Latest signed Curriculum Vitae (CV)

3. Copies of:

- a. Academic Transcripts
- b. Valid Security Clearance Certificate
- c. Valid Medical Fitness Certificate
- d. Citizenship Identity Card (CID), and
- e. No Objection Certificate, if Employed
- f. Merit Certificates if any.