

Job description

Evaluation Specialist – (-)

Name:	N.N.
Manager's function:	Commission Manager
Organisational unit:	2B00
Country:	Pakistan (PEW)
Job description created on:	26.07.2025

National staff ☒

Core tasks

You work on all job orders within your remit and are the main contact for advising managers and other staff members on all issues in the thematic area. You are also responsible for providing specialist support to colleagues in bands 2 and 3, and ensure the quality of the commission's outcomes.

You clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act.

You coordinate the process for awarding contracts, work on tasks in accordance with the relevant legal, contractual, socio-political and corporate policy requirements and monitor the processing and fulfilment of those contracts.

You are involved in the further development of instruments and help to ensure that innovations and changes are incorporated into them.

In consultation with your team colleagues and line manager, you also coordinate all issues within your area of work and ensure that they are dealt with promptly and competently. You resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

You are involved in ongoing process development within your remit, are responsible for knowledge management and prepare and share documentation. If required, you also support other experts in familiarising themselves with and performing their tasks.

You perform the tasks assigned to you by your line manager, where required.

Main activities

- Actively engage in on-going self-reflection and continue to advance your knowledge and skills related to diversity, equity and inclusion.
- Develop M&E framework that integrates gender and diversity considerations in defining indicators, data collection methods, and analysis techniques.
- Collect, analyze, report M&E data in an inclusive manner to avoid any systemic bias or discrimination.
- Regularly assess M&E processes that include reviewing data collection instruments, analysis techniques, and reporting methods to identify and address any inadvertent biases or discriminatory practices.

Job description

- Strategically support the management with the planning, development and modification of operational plans to achieve the indicators of result matrix and overall goal of the project.
- Coordinate across all components to ensure effectiveness of M&E and digital tools and processes.
- Share recommendations concerning alignment of qualitative aspects on MHPSS and ensure adherence to the indicators and overall project objective.

Monitoring & Evaluation

- Regular review and if needed update of the results-based monitoring (RBM) systems and its practical implementation based on GIZ standards and guidelines, involving all advisors and management.
- Strategically analyze data on impacts, especially qualitative measuring of MHPSS services.
- Provide information to staff members, consultants and partners on M&E and digital requirements and follow-up on adherence to requirements and procedures (do-no harm approach, gender and inclusion peace- and conflict sensitivity) related to MHPSS services.
- Advise advisors on regular and timely completion of all necessary monitoring documents and ensure a high quality of the documents and the content (data).
- Support with extracted data for reports to BMZ, political partners and other stakeholders as well as presentations and other documents focusing on M&E and digital aspects
- Review and update of GIZ and HQ online platforms for release by management.
- Conduct baseline and end line surveys/studies on different topics especially in relevance to selected project interventions (Mental health and psychosocial support services, MHPSS).
- Collect regularly field data (field visits) and enter them into the system timely and if necessary, adjust documents for data collection and the process for data collection.
- Act as focal person on M&E for team within and outside the project.
- Assist in planning, coordinating and documenting meetings, workshops and other project activities related to M&E and digital aspects.

Knowledge Management & Coordination

- Lead analysis and documentation of best practices, lessons learned and innovations.
- Assist in the development of tools and approaches in planning and delivering training.
- Develop monitoring templates together with the advisors and management.

The brief profile is not intended to provide a full and complete description.

(Optional additional text: Where appropriate and reasonable, the position holder is willing to perform tasks outside the scope of the job description.)

Qualifications and specialist knowledge (optional, if required)

(Qualifications and specialist area)

- Bachelor's degree in statistics, data science, economics or related field
- 5 years of comparable professional experience
- Very strong analytical skills
- Excellent report writing skills
- Highly motivated and able to work independently and produce excellent quality results
- Ability to effectively transfer skills and knowledge
- Excellent communication skills in English/Urdu languages, knowledge of Pashto language is an asset
- Good interpersonal skills and a very good team player
- Act with the utmost discretion and confidentiality
- Willingness to undertake official travel to project sites including rural areas of Khyber Pakhtunkhwa

This position is assigned to salary band 4