

# Technical Specialist- Data and Monitoring & Evaluation

Education Development Management Unit · Castries, LC

## **Technical Specialist- Data and Monitoring & Evaluation**

### **About the OECS**

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

### **Job Summary:**

Under the leadership of the Programme Director for Education, the Technical Specialist - Data Monitoring & Evaluation will act as the subject matter lead on matters relating to education sector programme development. The Specialist will also manage the input of various employees and consultants in order to create a coherent, context-appropriate set of guidelines and documents usable.

The role will be responsible for creating an environment of trust, open communication and innovative thinking in which teams can be developed and engaged.

### **More specifically, the Technical Specialist - Data and Monitoring & Evaluation will be responsible for the following tasks:**

1. Provide technical guidance and advice in the areas of data, monitoring and evaluation in support of the execution of the regional education programme and its implementation in the regional education sector.
2. Collaborate with the Project Team and the Member States to design data collection tools to collect baseline data for reporting on key indicators for publication.
3. Conduct capacity development sessions with the Member States on the OECS, Education Sector Programme Implementation Grant

(ESPIG) monitoring and evaluation framework and data collection tools.

4. Support management, entry, aggregation, validation and quality assurance of ESPIG baseline data in collaboration with Education planners and statisticians in the Member States.
5. Provide coordination support in ensuring a harmonized approach at the national and regional level in the development of the baseline data for the ESPIG.
6. Partner with the Technical Specialist within the EDMU to update the monitoring framework for the Education Sector Programme Implementation Grant (ESPIG).
7. Operationalize priority recommendations outlined in the OECS Education Data Governance, Management and Administration Framework in collection and management of baseline data for the ESPIG.
8. Conduct research, analyse and disseminate knowledge and best practices.
9. Develop and maintain meaningful relationships with key internal and external stakeholders.
10. Provide technical assistance to internal and external stakeholders to drive the implementation of the EDMU annual work programme
11. Contribute towards the advocacy and communication on the work of the EDMU
12. Reviews reports and provides technical input in order to ensure quality in a timely manner to the Global Partnership for Education (GPE)
13. Provides technical input in planning and reporting on quarterly and annual reporting.
14. Prepare Terms of Reference and Concept Notes for the procurement of services
15. Coordinate regular meetings of key governance/technical working groups/national focal points and appropriately document and monitor outcomes, decisions and action items
16. Represent the OECS Commission at Regional and International engagements.
17. Partner with the Grants Management and Portfolio Management Office to lead the successful delivery of projects.
18. Partner with the Grants Management Unit and Portfolio Management Office to lead the successful delivery of education programmes and projects.
19. Undertake related assignments by the Programme Director- EDMU

### **Experience and Knowledge:**

- A University Bachelor's degree or equivalent in Statistics, Data Science, International Development, Education Policy and Planning, or another relevant field.
- At least three (3) years progressively responsible professional work experience coordinating education programmes and initiatives at the regional or national level, particularly in data collection, analysis, visualization and management.
- Experience with data collection and analysis in education, developmental or humanitarian contexts.
- Solid understanding and knowledge of the management of statistical databases and the production of statistical data in all phases of the data lifecycle.
- Strong familiarity with the cultural and political context of the OECS region would be an asset.
- Proven capacity to work with collaborative teams across different locations and with different technical skills.
- Strong writing and oral communication skills and the aptitude to handle competing messages and priorities with multiple audiences.
- Ability to translate complex ideas from various fields into unified, clear guidance.
- Experience working in a complex, demanding environment is a plus.
- Training and experience in project management would be an asset.
- Experience and skills in the Microsoft Suite of programmes, (including Microsoft Project, MS Excel, Word) and database programs.

### **Terms of Appointment**

#### **Job Location**

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Technical Specialist- Data and Monitoring & Evaluation is open to nationals of OECS Member States and is stationed at the OECS Commission headquarters. Taking into consideration the COVID-19 pandemic, remote working will also be considered.

#### **Benefits**

The position is on a fixed-term establishment. Salary will be commensurate with qualifications and experience, and exempt from income taxes. In addition to the basic salary, this post attracts allowances.

The deadline for all submissions is **Friday 4th June 2021.**

**Only applications under consideration will be acknowledged.**