



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** Monitoring & Evaluations Officer  
**MINISTRY:** National Land Secretariat  
**DEPARTMENT:** Department of Survey and Mapping  
**LOCATION:** Providenciales

### **JOB SUMMARY:**

The Monitoring & Evaluation (M&E) Officer will support the National Land Secretariat (NLS) in strengthening institutional performance, accountability, and evidence based decision making across its core programmes: Policy Planning & Administrative Support, Valuation, Survey & Mapping, Land Registry, and Crown Land Administration.

The officer will coordinate and support the systematic collection, analysis, and reporting of data by relevant departments ensuring that appropriate systems, standards, and processes are in place to capture accurate and timely information on key policy initiatives, including Crown Land Reform implementation, digitisation and process modernisation efforts, compliance monitoring, and broader land governance reforms.

She/he will ensure that programme results are measured effectively; support the development of standardised M&E tools and performance indicators; track organisational performance; and produce timely analytical reports to guide strategic planning, resource allocation, and operational improvements, while ensuring that departments are accountable for generating and submitting quality data.

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **TASKS AND RESPONSIBILITIES:**

- Support the planning, implementation, and ongoing monitoring of all NLS programmes, policies, and strategic initiatives to ensure alignment with national land governance objectives.
- Establish and maintain standardized monitoring and evaluation (M&E) frameworks, tools, and reporting templates to guide departments in the consistent collection and submission of performance data.
- Review and provide technical input to departments in the development of M&E plans for new programmes, reforms, and operational initiatives, ensuring the inclusion of appropriate performance indicators, targets, and reporting frameworks.
- Ensure that departments implement effective systems and processes for the timely collection, validation, and submission of accurate performance data.





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- Monitor progress of major initiatives, including the digitization project, Crown Land Programme reforms, and Survey & Mapping Unit modernization, and provide regular assessments of implementation gaps and risks.
- Review and give technical feedback on monitoring and evaluation plans for new programmes and budget revisions to ensure that plans are risk-based and focus on measuring results (e.g. checking monitoring and evaluation budgets are allocated and appropriate log-frame indicators and outcome targets are documented).
- Analyze consolidated data submitted by departments to assess programme performance, trends, and outcomes, and provide evidence-based recommendations for improvement
- Prepare and disseminate regular monitoring and evaluation progress reports, highlighting progress against targets, key risks, and recommended corrective actions to support strategic decision-making.
- Follow up on monitoring and evaluation findings to ensure that corrective actions are taken and/or adjustments are made to programme responses as required.
- Train national and partner staff in appropriate monitoring and evaluation techniques to build capacity of staff, increase awareness on the importance of monitoring and evaluation and encourage accountability for demonstrating results.
- Work in close collaboration with NLS Team and external partners to strengthen the quality and consistency of monitoring and evaluation activities in the NLS.
- Work in close collaboration with internal counterparts and external partners to strengthen the data quality, accuracy and consistency to build credible performance evidence.
- Provide monitoring and evaluation findings and recommendations to support performance planning and risk analysis, emergency preparedness, security risk management and risk mitigation activities.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

### **QUALIFICATIONS and EXPERIENCE:**

#### **Minimum Qualifications**

- Bachelor's degree in Social Sciences, Economics, Statistics, Development Studies, Public Policy, Land Management, or a related discipline.
- Training in monitoring and evaluation, results-based management, or project management is desirable.
- Minimum five (5) years' experience in monitoring and evaluation, research, policy analysis, land management, planning, or a related field.
- Experience in data analysis, programme monitoring, or public sector performance reporting is preferred.





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**SALARY: Grade 8.1: \$64,985.00 per annum plus allowances**

**APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

