



INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE

IICA is the specialized agency of the Inter-American System for the promotion of agriculture and rural well-being. The Institute is currently executing a multi-year Inter-American Development Bank (IDB) funded agriculture project on behalf of the Government of Suriname (GoS) and is seeking applications from suitably qualified individuals for the position of:

PLANNING MONITORING AND EVALUATION OFFICER

Objectives of the position

To provide support to the Project Executing Unit for supporting the strategic and operational planning activities of the Program, as well as the monitoring the progress in the implementation of the components and sub-components.

To work closely with the executing agency to guide and advise on the attainment of the overarching objectives of the Programs.

Some Key Responsibilities

1. Reports to Project Manager;
2. Work closely with the Project Manager in the strategic and operational planning of the program activities;
3. Provide support to the Project Manager in the preparation and update of the Program's planning instruments ie. The Annual Operational Plan (AOP) and the Program Execution Plan (PEP);
4. Work closely with the Heads of Unit of the executing agency to monitor the progress in the implementation of the technical components specified in the Program objectives and the individual investments plans;
5. Measure the outputs and outcomes of Program activities;
6. In collaboration with the Program Manager, continuously update the issue logs;
7. Support the Program Manager in the preparation of project progress reports;
8. Liaise with the technical leads to compile monthly reports on the execution of project activities;
9. Any other related duties assigned by the Project Manager.

Qualifications & Competencies

1. At least a Bachelor Degree in Monitoring and Evaluation , Project Management, Economics or a related field
2. A minimum of five (5) years' practical experience in Project Planning and Evaluation
3. Strong emphasis on accuracy and details
4. Ability to handle multiple projects simultaneously to meet goals and deadlines

5. Proficient in Microsoft Office programs, such as Excel and Microsoft Words
6. Excellent time management and organizational skills
7. Fluency in English and Dutch is required.
8. Experience in the preparation of status reports
9. Proven ability to make effective use of computers and software programs, such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and social media technologies.

Experience in working with regional or international agencies would be an asset.

How to Apply

Interested candidates who meet the above-mentioned criteria should send their updated resumes and application letters to the IICA Suriname Representative, Dr. Curt D. Delice, at iica.sr@iica.int, latest by 31 July, 2021.

Letitia Vriesdelaan 11, Paramaribo, Suriname / P.O.Box 1895
Tel: 410861 / Fax: 410727 / Email: iica.sr@iica.int / Website: www.iica.int