

1. Title – Officer of Monitoring and Evaluation
2. Purpose of the Job – To analyze the results concerning indicators, outputs, and outcomes of the company in all aspects except financial.
3. Responsibilities & Competencies
 - a. Ability to develop outcome management for monitoring issues and identifying new outcome indicators.
 - b. Have complete knowledge of the entire operation regarding contents of the activity program.
 - c. Have complete knowledge of the contracted obligations between the company and its donors on the activity and impact level.
 - d. Organize the documentation of all projects.
 - e. Responsible for collection of all feedback data related to the entire program.
 - f. Analyze, interpret, and translate collected data in preparation for required reporting and fund-raising needs, and for providing this information to relevant stake-holders.
 - g. Responsible for social media and locating hard and soft copy media.
 - h. Work in close contact with Executive Director as needed.
4. Qualifications
 - a. Relevant BA or equivalent in life experience (must provide proof) in activities and policies of cultural work, especially concerning monitoring and collecting feedback of beneficiaries.
 - b. Excellent knowledge of the practices of a performing arts organization for youth.
 - c. Knowledge of NGO practices
 - d. Affiliation with the world of children, youth, and young adults
 - e. Ability to work with existing systems of a cultural organization and ability to create new systems for the company regarding monitoring, evaluations, and innovative measurement tools.
 - f. Excellent knowledge of computer skills
 - g. Excellent knowledge of the written and spoken Arabic language.
 - h. Good communication skills
 - i. Knowledge and appreciation of the performing arts in Gaza, Palestine, and in general