



NATIONAL TOSHAOS COUNCIL

Monitoring and Evaluation Officer – Job Description

Position Title: Monitoring and Evaluation Officer

Location: NTC Secretariat, Georgetown

Type of Employment: Fixed

1. Background of the NTC

The Amerindian Act No. 6 of 2006, which is the principal legislation that governs the Indigenous Peoples of Guyana, establishes the National Toshihos Council (NTC). It is a body corporate comprising all Toshihos. Under the umbrella of the NTC, a 20-person Executive Committee is elected, and this body is made up of representatives of the 10 Administration regions of Guyana, the Toshihos and the NTC Executive Members are elected for a three-year term and members are also eligible to contest a second term.

The National Toshihos Council (NTC) is mandated to represent Guyana's Indigenous Peoples, and to plan and develop policies, programs and projects aimed at sustainable development, general welfare improvement and the promotion of the rights of the Indigenous peoples, which include their human rights, land rights, preservation and promotion of their languages and culture, strategic planning, mitigation of Climate Change, protection, conservation and management of forest and natural resources, villages governance and other social and economic projects.

The role of the NTC is detailed below:

- To prepare strategies and plans for reducing poverty and improving access to health and education in Villages.
- To prepare strategies and plans for the protection, conservation and sustainable management of Village lands and natural resources.
- To promote the recognition and use of the Amerindian language.
- To promote good governance in Villages including investigating matters as requested by Villages and making recommendations.
- To coordinate and integrate the activities of Villages on a national basis.
- To share, document and record the experiences of villages
- To plan strategies for the Social and Economic Development of villages
- Coordinate and integrate the activities of Villages on a national basis

2. Position Summary

The Monitoring and Evaluation Officer supports NTC's delivery and management of projects. S/he supports project monitoring, learning and adaptive management, including the preparation of donor and other reports and the implementation of Monitoring and Evaluation plan. The Monitoring and Evaluation Officer also supports the planning and execution of individual workstreams, activities, and events for projects of the NTC.

3. Key Responsibilities



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- Support the monitoring, evaluation, and adaptive management of NTC projects, including leading the implementation of Monitoring and Evaluation plans to enable the collection and analysis of data to meet all relevant reporting requirements and to facilitate and inform project management.
- Support capacity building of project teams and partners on M&E techniques, requirements, and good practice.
- Support the preparation of donor and other reporting, summaries and project narratives related to the delivery and monitoring.
- Support the execution of mid-term and final evaluations for the projects; liaise with consultants and ensure they have access to all relevant information.
- Help the Programme Manager develop action plans and other mitigation actions to ensure project deliverables are on track with the expectations of internal and external project stakeholders.
- Support the review of project results and flag potential concerns (including low spending and implementation rates) related to compliance with institutional, partner/donor policies and agreements.
- Lead the tracking, compilation, and dissemination of data on the overall progress and results achieved from the implementation of the projects of the NTC.
- Support identifying trends and troubleshooting issues related to the management of NTC projects.
- Support the tracking of project deliverables from subcontractors, partners, and other non-NTC personnel.
- Work closely with the Technical Lead to support technical planning and budgeting for project execution.
- Support the planning and execution of project activities as needed.
- Provide input for the development and implementation of new initiatives or the improvement of implementation of existing projects.

4. Qualifications

- A Bachelors' Degree in project management, business management, indigenous studies or other related field; or
- A Diploma or a Certificate in project management, business management, indigenous studies or other related field

5. Experience and Competencies

- Experience in project management and monitoring



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- Minimum of 2 years working with Indigenous Peoples, has a deep understanding of Indigenous cultures, and practice a great deal of cultural sensitivity.
- Being from a hinterland community and speaking/understanding an indigenous language will be considered a strong asset.
- Good working knowledge of international and local organisations
- Strong interpersonal and communication skills
- High level of competency in reporting
- Excellent computer literacy inclusive of Excel, MS Word, PowerPoint, Access, and Publisher
- The Ideal candidate must be willing to work outside of regular working hours and will be required to go on field visits from time to time.

6. Compensation

NTC offers a competitive remuneration package that reflects the current labour market, internal equities, position scope, and the candidate's relevant education, experience, skill, and competencies.

7. Application Process.

An application consisting of a cover letter, CV and the names of two (2) references should be sent to one of the following:

1. Email: ntoshaoscouncil@yahoo.com
2. Post Mail:

NTC Chairman
National Toshias Council Secretariat
Block B
(National Exhibition Centre)
Plantation Sophia
Georgetown

8. Deadline:

All applications must be submitted on or before **February 14, 2025** no later than **11:59 PM**.

N.B. Only shortlisted candidates will be contacted.