



TERMS OF REFERENCE

OFFICE	Monitoring, Evaluation, Accountability, and Learning Service (MEALS)
JOB TITLE / POSITION	Project Development Officer III
JOB DESIGNATION (if applicable)	Data Management & Analytics / Statistician
JOB LEVEL	Technical, Salary Grade (SG) 18 – Contract of Service (P42,159.00)
UNIT ASSIGNMENT	Monitoring and Accountability Division
REPORTS DIRECTLY TO	Monitoring & Accountability Division Head
PLACE OF ASSIGNMENT	Central Office, Pasig City
JOB OBJECTIVE	Responsible for the data collection, visualization, and the overall data management in MEALS; providing statistical solutions and analyses.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Monitoring and Evaluation 2. Data collection, consolidation, and analysis 3. Data Integration 4. MEAL Tools Development 5. Data Analysis 6. Statistical Modeling
JOB QUALIFICATION (Minimum)	<ul style="list-style-type: none"> • Relevant Bachelor's Degree • Two (2) years of relevant working experience • Eight (8) hours relevant training
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist in handling and monitoring Systems Development projects of MEALS. 2. Establish a reliable monitoring system of the extracted datasets to maintain and ensure a secured database of the dashboard. 3. Provide statistical reports and infographics to programs based on the request / directives. 4. Participate in MEALS study reviews and contribute to statistical data reports. 5. Extract, generate, and manage datasets related to the Performance Evaluation by performing data integration, including data conversion, and data entry activities of newly acquired. 6. Prepare comprehensive reports presenting statistical findings. 7. Contribute and implement statistical models for predictive analysis and apply relevant methods to define statistical data conclusions. 8. Spearhead the preparation and maintenance of graphs and charts to show relevant MEALS data; and 9. Performs other tasks and duties as may be assigned the Division Chief / Head and the MEALS Director.