

<b>Position Title:</b>	M&E Assistant
<b>Location of Work Station:</b>	Karachi, Hyderabad, and Sukkur
<b>Type of Job:</b>	Contractual
<b>Reporting to:</b>	Program Supervisor

### **Job Overview**

The M&E Assistant will support the Monitoring & Evaluation (M&E) and Litigation Manager in various tasks related to data collection, analysis, and reporting. Responsibilities include assisting in the implementation of the M&E framework, organizing and managing databases, conducting regular field visits and inspections, and supporting the preparation of comprehensive reports.

### **Responsibilities**

The duties and responsibilities are as follows:

#### **Monitoring and Evaluation**

- Assist in the implementation and adherence to the organization's Monitoring & Evaluation (M&E) framework, tools, and reporting systems.
- Support the development, maintenance, and updating of databases to track legal cases, field operations, and performance indicators.
- Participate in evaluations, assessments, and monitoring visits according to established schedules to assess program quality and compliance.
- Conduct regular field visits and inspections to monitor ongoing litigation services, paralegal support, and client interactions, ensuring quality standards are met.
- Assist in the design and revision of M&E tools and indicators to align with evolving program objectives and donor requirements.

#### **Data Collection, Management & Analysis**

- Compile, verify, and maintain the accuracy, consistency, and integrity of collected case and field data.
- Support data entry, cleaning, and validation processes within the case management system and M&E databases.
- Collaborate closely with the Litigation, Paralegal, and IT teams to ensure timely and accurate data collection from prisons, courts, and field offices.
- Assist in data analysis to generate actionable insights and recommendations for improving case management, service delivery, and program effectiveness.
- Ensure confidentiality and data security in handling all case-related and client-sensitive information.

#### **Reporting and Documentation**

- Support the preparation of monthly, quarterly, and annual reports, highlighting key achievements, trends, and challenges in litigation and paralegal activities.
- Contribute to the development of dashboards, infographics, and visual summaries for management and donor reporting.
- Maintain and update case files, records, and documentation to ensure traceability and accessibility of information for audits and evaluations.
- Ensure timely dissemination of M&E findings and program updates to management, donors, and stakeholders.

### **EEO Statement:**

Integrated into our shared values is CWP's commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age, race, color, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. CWP is committed to being an inclusive organization where all people are treated fairly, recognized for their individuality, promoted based on performance and encourage to strive to reach their full potential. We believe in understanding and respecting differences among all people. Every individual at CWP has an ongoing responsibility to respect and support a diverse environment.

### **Protection Against Sexual Exploitation and Abuse:**

CWP is committed to the prevention and protection from all forms of sexual exploitation and abuse (SEA). CWP explicitly prohibits its staff, associates, partners, consultants, or any other representatives associated with the delivery of its work from:

- Engaging in any form of sexual exploitation or abuse;
- Sexual activity with children (persons below the age of (18) irrespective of a mistaken belief of the age of the child which shall not amount to a defense);
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- Sexual relationships between CWP staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of CWP and are strongly discouraged.

### **APPLICATION PROCESS**

- Interested candidates may send their updated CV at [hr@cw.org.pk](mailto:hr@cw.org.pk) latest by **21st November, 2025**
- Post applied along with the city must mentioned in the subject line. Late and incomplete applications will not be entertained.
- For more information, please visit our website [www.cw.org.pk](http://www.cw.org.pk), or email us at [hr@cw.org.pk](mailto:hr@cw.org.pk)
- Only short-listed candidates will be called for interview.
- No TA/DA shall be admissible for appearing in the test/interview
- The organization reserves the right to withdraw/cancel/delay the vacancies or reject any application at any stage without assigning any reasons.
- Women and minorities are highly encouraged to apply. This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace
- Only Shortlisted candidates will be called for test & interview.