

Senior M&E Officer

Job Description

JOB TITLE: Senior M&E Officer

REPORTS TO: MEAL Manager

WORK LOCATION: Cayes

SCHEDULE: 40-48 Hour per week

World Relief (WR) is an international non-governmental organization with offices in 20 countries in Africa, Asia, the Caribbean, and the Middle East. WR's mission is to mobilize the church to serve the most vulnerable, and WR works through churches and other community groups in the areas of health and nutrition, agriculture, savings, water, sanitation and hygiene, and peacebuilding, both in relief and in development capacities. World Relief has been operating in Haiti since 1993.

Responsibilities

This role will help establish and maintain data collection, data analysis and evaluation practices for all core WR activities, in particular the courses and the Mentoring and Coaching program. Key objectives for the WR Monitoring and Evaluation (M&E) Officer will be to:

- develop and implement monitoring and evaluation activities for the PMU's learning and development programs in order to collect and analyze data.
- work closely with the other M&E Officer to implement the M&E framework for the program
- implement a data management plan for all data processed as part of the program to ensure good data management practices and compliance with data privacy, protection and security regulations.
- collate and analyze program data, developing and maintaining dashboards of key metrics to help us continuously improve our programs and demonstrate the impact of our work.
- conduct regular reviews of M&E program tools and practices to update and refine the M&E strategy, including the program theory, data management practices, the monitoring and evaluation plans, data collection tools, and others.
- identify ethical and cultural issues to ensure that everyone's participation in M&E activities is based on informed consent and that their contributions remain confidential.
- Once established in your role, you should expect to work autonomously on some projects and collaboratively with another M&E Officer on common projects.
- Support MEL Director in implementing and revising WR's evaluation and research plan.
- Work closely with ministries, local experts, international experts, and WR's technical team to design and implement the research studies.
- Provide technical assistance and embed support to increase knowledge of research protocols and practice across in both ministries.
- Track the research agenda and ensure the research timeline is on track.

- needed through interviews, field visits, focus group discussions, and observations.
- Supervise the data collection process and enumerators' training with the third-party monitoring firm.
- on the implementation of the research to WR's team and both ministries.
- Design dissemination plan of study reports and recommendations.
- Support the MEL director in drafting weekly, monthly, quarterly, and annual reports.
- Assist the MEL team in implementing routine monitoring and evaluation data collection and reporting activities.
- Contribute to developing, implementing, and evaluating research courses for ministries' capacity development if needed.
- Support the technical team in policy deliberations and designing work plans for recommendations.
- Adhere to child protection and gender-sensitivity policies and practices.
- Abide by all Creative and regulations related to research and M&E.

Qualifications

- Bachelor's Degree in Development Studies, Educational Research, Social Sciences, Evaluation Science, Business or Public Administration, Social Behavior Change, or related field. A Master's degree or higher in education, counseling, social studies, psychology, or a related field is preferred.
- Must have 5+ years of general work experience and 3+ years of demonstrated experience in M&E.
- Excellent research, report-writing, and analytical skills are a must.
- Working experience with international agencies, NGOs, and/or government experience is highly desirable.
- Knowledge and experience in social research methods and statistical techniques.
- Knowledge of Jordan's development context, challenges, and opportunities.
- Demonstrated ability to work with diverse government and donor community stakeholders.
- Proficiency with relevant computer software programs, especially MS Office.
- Proficiency in English languages is mandatory.

WR maintains a drug-free workplace and perform pre-employment substance abuse testing.

For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment.

World Relief Legal Background

World Relief is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment.

World Relief has the right to, and does, hire only candidates who agree with World Relief's Statement of Faith.



To apply for the position, please submit a motivation letter and resume to wradmin@wr.org no later than October 4, 2024

N.B: Only successful candidates will be contacted.