

JOB VACANCY ANNOUNCEMENT

MONITORING AND EVALUATION SPECIALIST

Job Title: Monitoring and Evaluation Specialist

Location: Malé, Maldives with occasional travel

Duration of Contract: Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension

Remuneration: MVR 25,931/- (take-home)

Start Date: Immediate

1. Organizational Background

Transparency Maldives is a non-political organization that endeavours to be a constructive force in society by promoting collaboration and discussion on corruption, transparency and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people. Transparency Maldives received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

2. Position Summary

The Monitoring and Evaluation (M&E) Specialist will work with senior management and project staff to strengthen monitoring, evaluation and learning (MEL) capabilities and effectiveness of the organization. This includes undertaking design and implementation of monitoring tools, collection and management of quality data, creation and review of MEL reports, creation of data visualizations to inform the work of the organization and areas of improvement, and leading the organization's capacity building initiatives on MEL. The Monitoring and Evaluation Specialist will report to the Executive Director and will lead the M&E team at TM.

3. Key Roles and Responsibilities

1. Designing, managing, and implementing organization-wide MEL activities – these include, but are not limited to, identifying and customizing appropriate methods and tools for data collection and progress monitoring, developing appropriate indicators for success and innovative methods of project impact measurement, data collection and analysis, sharing best practices and delivering regular MEL trainings for TM staff.
2. Ensuring that TM and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.
3. Collaborating with Grants Manager to provide MEL support to the organization's grant recipients.
4. Supporting Program Managers and project teams with drafting and submitting progress reports to donors in a timely fashion.
5. Responding to donor evaluations and data quality assessments (DQAs).
6. Providing assistance on project proposals, including developing MEL plans, logical frameworks, and performance monitoring plans.
7. Keeping abreast of developments in project changes and progress in order to advise and recommend tools and strategies to increase program performance and results.
8. Any other tasks as assigned by the Executive Director.

b. Key Attributes:

Required

- Bachelor's degree in development studies, statistics, economics or relevant social sciences or humanities field.
- Four years' experience in MEL, proposal development, and donor relations.
- Technical knowledge of MEL theory and practical experience in result-based management, logical framework, and theory of change.
- Ability to design MEL tools, surveys, systems and evaluations.
- Ability to train and build MEL capacity of others.
- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Proactive, detail oriented, highly organized, and problem-solving mindset.
- Ability to work under pressure to meet tight deadlines and work long hours when required.
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Be willing and able to meet tight deadlines and work long hours when required.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

Desired

- Master's degree in development studies, statistics, economics or relevant social sciences or humanities field.
- Good knowledge of gender mainstreaming concepts, tools and approaches.
- Good knowledge of political context and human rights issues in the Maldives.
- Knowledge of donor agencies and working with non-governmental organizations.

Closing date for applications: 4 October 2020 (Sunday)

Application and selection procedures:

Please e-mail the following documents addressed to Ms. Asiath Rilweena, Executive Director, to jobs@transparency.mv

- Covering letter explaining your suitability for the role.
- Recent Curriculum Vitae.
- Education certificate (first degree or higher tertiary qualification) with transcripts.
- Names and contact details of two referees.

Only short-listed candidates will be contacted for interviews.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.