

JOB VACANCY ANNOUNCEMENT

MONITORING AND EVALUATION OFFICER

Job Title: Monitoring and Evaluation Officer

No. of positions: 2

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 15,446/- (take-home)

Start Date: Immediate

Job posting date: 1 December 2020

Closing date: 17 December 2020 before 4pm (Male' time)

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) Officer will be responsible for designing and implementing all M&E activities for Transparency Maldives (TM) programs and projects, including monitoring program and project outputs and for ensuring that the project/program maintains its strategic vision and that its activities result in the achievement of its intended outputs in a timely manner. The M&E Officer will report to the Monitoring and Evaluation Specialist and management, and will work closely with all projects and program teams of TM. The position of M&E Officer is open to Maldivian locals only.

3. Key Roles and Responsibilities

- Develop and implement the overall framework to monitor all project/program activities, expenditures and progress towards achieving project/program outputs.
- Monitor and evaluate overall progress on achievement of results and sustainability for all projects/programs.
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- Provide feedback to project managers on project strategies and activities.
- Collaborating with Grants Manager to provide MEL support to the organization's grant recipients.
- Supporting Program Manager and project teams with drafting and submitting progress reports to donors in a timely fashion.
- Responding to donor evaluations and data quality assessments (DQAs).
- Providing assistance on project proposals, including developing MEL plans, logical frameworks, and performance monitoring plans.
- Keeping abreast of developments in project changes and progress in order to advise and recommend tools and strategies to increase program performance and results.
- Provide monthly MIS reports and updates to the Executive Director and relevant project/program teams.
- Any other tasks as assigned by relevant manager and the Executive Director.

b. Key Attributes:

Required

- Diploma in development studies, statistics, economics or relevant field with 1-year experience in MEL, proposal development, and donor relations; OR
- Bachelor's degree in development studies, statistics, economics or relevant field.
- Technical knowledge of MEL theory and practical experience in result-based management, logical framework, and theory of change.
- 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

- Bachelor's degree in development studies, statistics, economics or relevant field.
- Familiar with designing MEL tools, surveys, systems and evaluations.
- Ability to train and build MEL capacity of others.
- 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: 17 December 2020 (Thursday) before 4pm (Male' time)

Application and selection procedures:

Please e-mail the following documents, addressed to Executive Director, to jobs@transparency.mv. All documents must be emailed in pdf format.

- Completed job application form (can be downloaded from TM website <https://transparency.mv/v16/job-application-form/>)
- Curriculum vitae
- Education certificate (Diploma or Bachelor's degree) (If certificate is not available, course completion letter from University/College/Institution or transcript can be attached instead)

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.