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| **Job Title:** | **Monitoring, Evaluation and Learning (MEAL) Officer** |
| **Location:** | Dhaka, Bangladesh |
| **Reports to:** | Head of Business Operations |

**Background**

The Humanitarian Leadership Academy is an organisation whose mission is to enable people around the world to prepare for and respond to crises in their own countries.

The Academy works with organisations from across the not-for-profit, public, technology industry, private sector and universities to help local communities across the world to become more resilient in the face of disaster by promoting and developing existing and new humanitarian preparedness and response focused learning and development opportunities. The Humanitarian Leadership Academy is a global networked organisation whose mission is to enable people around the world to prepare for and respond to crises in their own countries.

**Job Purpose**

Reporting directly to the Head of Business Operations, the Monitoring, Evaluation and Learning Officer will primarily provide technical assistance to program staff in setting and maintaining Monitoring & Evaluation systems for the delivery of learning solutions and supporting, collaborative and strategic learning in Monitoring & Evaluation across all teams. This position will also support the implementation of Academy Centre's monitoring and evaluation strategy, including guidelines and tool development, data collection, analysis and reporting.

**Key Responsibilities**

**Technical Assistance on M&E**

* Provide ongoing technical assistance to both the Learning solutions and external relations teams as well as implementing partners in M&E to strengthen the delivery of learning solutions and donor reporting.
* Develop performance monitoring plans and work plans, including data quality controls in collaboration with the learning and external relations teams.
* Contribute to the development of tools across learning solutions (including platforms) for data collection such as surveys, interviews and focus groups.
* Coordinate with M&E specialists and other staff on proposal and reporting requirements.

**Data Collection and Analysis**

* Collate, analyze and interpret quantitative and qualitative data for internal and external reporting using relevant statistical or other data analysis software.
* Lead M&E activities for the Academy Centre and ensure information from M&E activities are properly analyzed and collected with high level of accuracy and quality.

**Collaborative Learning**

* Support the creation of tools, modules and the overall M&E curriculum around design, data collection, data management, and setting up of M&E systems for products and services delivered by the Academy.
* Present results of M&E activities to different intended audiences using appropriate and engaging presentation materials.
* Research and compile relevant resources for the community of practice.

**Research and Development (R&D)**

* Conduct mapping learning needs that remain un-addressed
* Support the Learning solutions team and partners to develop impact assessment tools for new learning products
* Analyze results of M&E activities and recommend improvements to existing learning packages
* Conduct desk research to explore new innovations in learning delivery

**Person Profile**

**Minimum**

* Bachelor’s degree required; Master’s degree relevant field strongly preferred.
* 3 years of experience in the Development and/or Humanitarian sector.
* Experience in research, program design, performance monitoring and reporting, and evaluation methods.
* Experience with qualitative and quantitative data collection and analysis, preferably on capacity building and learning delivery.
* Experience in designing project and program M&E tools.
* Experience in writing report.
* Experience in designing, implementing and analyzing survey research.
* Proficiency with statistical software, such as STATA, SPSS, or SAS.
* Familiarity with qualitative analysis software such as Nvivo.
* Proficiency in analyzing logical frameworks and SMART indicators.
* Demonstrated understanding of M&E best practices, principles, and tools.
* Experience in training and/or teaching; understanding of adult learning preferred.
* Exceptional oral and written communications skills.
* Proficiency with other Microsoft Office Suite programs.
* Capacity to work both independently and as a member of a team.

**Preferred**

* Experience in research, program design, performance monitoring and reporting, and evaluation methods.
* Experience in managing program evaluation in the development and humanitarian context
* Proven experience of working as part of a multi-disciplinary team and an ability to understand and negotiate complex organisational structures.
* Experience setting-up and/or coordinating M&E systems a plus
* Good understanding of the international and local humanitarian system and relevant networks.

**Personal Attributes**

* Strong analytical and conceptual skills to think and plan strategically and the ability to translate this into practical and feasible operational program planning both in written and verbal formats.
* Skilled in consulting with a wide variety of stakeholders to help them collaborate and move forward.
* High levels of personal resilience to thrive and create direction in ambiguous and unstructured environments.
* An excellent problem solver who sees opportunities in issues.
* Superior verbal and written communication and presentation skills who can adapt style and content to achieve results in a variety of contexts.
* Passion and energy to work in pursuit of delivering the mission of the Academy Centre and making a reality of true collaboration.
* Proficiency both in Bangla and English.
* Willingness to travel.

We look for people who not only have the required skills and experience but who also fit our culture, based on our organizational values.