

Job description

Role: Senior Programme Officer, Monitoring Evaluation and Learning

Reports to: Senior Programme Manager, Knowledge, Learning and Communications

Direct Reports: None

Summary description

The **Senior Programme Officer, Monitoring Evaluation and Learning** will, under the supervision of the Knowledge Learning and Communications (KLC) Senior Programme Manager, oversee the effective implementation of the Foundation's MEL strategy across all programmes and areas of work. Specifically, s/he will: guide and implement effective internal MEL processes; lead the exchange of knowledge and learning from projects and programmes; and lead on management of internal knowledge systems. Cross-team work is integral to this position and the SPO will be expected to collaborate closely with colleagues in relevant areas.

The mandate of the KLC programme is to capture, distil and share knowledge and learning to strengthen the Foundation's impact and effectiveness. The programme brings together a range of functions critical to the Foundation's identity, coherence and visibility including the facility to learn internally; management of information and infrastructure; leadership of the Foundation's monitoring and evaluation work; and all aspects of our communications and outreach including reporting.

KEY RESPONSIBILITIES

1. Specific MEL responsibilities

Guiding and refining monitoring and evaluation systems

- Support the effective delivery and ongoing refinement of the Foundation's MEL strategy, translating its Theory of Change and results framework into programme and project level monitoring.
- Working closely with programme managers and teams, lead on the development, review and application of MEL tools and processes to help find the most effective ways of communicating programme's impact and embedding MEL across the Foundation.

Knowledge management and learning

- Develop processes for gathering baseline data to establish and manage an annual reporting cycle
- Regularly undertake data analysis to support results tracking and check the quality and accuracy of data. Support colleagues to enhance and/or streamline data management processes where possible

- Coordinate the development of both internal and external reporting and planning documents
- Support the collection, analysis, documentation and systems of knowledge and the exchange of learning from projects and programmes
- Proactively research new methods and systems to improve our approach to managing information

Partner support

- Support MEL capacity development for Foundation partners and provide technical expertise and insight for MEL where requested

2. Internal collaboration and cooperation

- Be the internal champion for MEL: Work closely with all staff to nurture a strong MEL culture within the Foundation and identify opportunities to maximise synergies towards the Foundation's vision and mission.
- Provide across-Foundation advice and support on MEL tools and approaches and on related reporting.
- Lead on capacity building for programme staff

3. Overall programme and activity management

- Contribute to all planning processes
- Ensure quality control over all delegated programme deliverables
- Build and maintain relationships with key external partners to advance the objectives of the programme

4. Whole of Foundation support

- Contribute to whole-of-Foundation initiatives as requested
- Actively and creatively contribute to strategic and long-range planning.
- Perform any other reasonable duties and tasks as requested by the Foundation.

THE INDIVIDUAL

The SPO (MEL) will possess all of the competencies set out in the attached annex under the 'officers' column.

The SPO (MEL) will also demonstrate an understanding of, and commitment to the Foundation's vision, mission and values.

The SPO (MEL) is expected to have the following skills and experience:

Essential:

- Extensive experience in project / programme monitoring, evaluation and learning /gained within a comparable field (development, civil society support, advocacy) and a comparable operating environment (international non-governmental or intergovernmental),
- Experience managing MEL strategies and systems and delivering detailed reports
- Excellent understanding of programme design, theory of change functions and logical frameworks, including links between objectives, indicators, outputs and activities.
- Experience analysing complex information (quantitative and qualitative) and translating it into clear, understandable formats, for a variety of audiences, using a range of methods and tools.

- Strong computer literacy skills with MS Office Suite or Google Suite particularly in Microsoft Excel, PowerPoint, and Word.
- Experience of using databases/websites/software for the purpose of analysis and reporting of monitoring and evaluation data within an organisation (e.g. CRMs, SPSS, Stata, R, Tableau, Power Bi)
- Excellent communication skills – particularly in pitch, negotiation and persuasion and presentation.
- Capacity to think and plan strategically.
- A practical, solutions-based mindset.
- Solid knowledge of international development.
- An appreciation of diplomacy and its operation in the context of the work of the Foundation.

Desirable:

- Demonstrated experience with mixed methods research and evaluation including survey data (Survey Monkey, Kobo) and visual analysis (Tableau, Power Bi).
- Experience of using Outcome Harvesting and/or Outcome Mapping approach to results measurement and evaluation.
- Advanced skills using collaborative platforms (SharePoint)