

**Position Title:** Monitoring, Evaluation, and Learning Officer

**Organization:** Centre for Governance and Public Accountability - CGPA

**Department:** Program

**Job Location:** Peshawar

**Reports to:** Program Manager

**Deadline for Applications:** The last date to apply for the position is 23-October-24

**Effective Date:** As soon as possible

**Type of Contract:** Full-Time

**Position Purpose:** The Monitoring, Evaluation, and Learning Officer will be responsible for designing, implementing, and managing the monitoring, evaluation, and learning activities of the organization/project. They will ensure that robust monitoring systems are in place to track progress, evaluate the effectiveness of programs and interventions, and conduct research to inform decision-making and improve program outcomes.

**Key Responsibilities:**

- Designing log frames, project indicators, results frameworks;
- Developing and improving the tools we use for data collection and reporting;
- Supporting Program Manager in developing project M&E plans;
- Assist the Program Manager define data collection methodologies/tools, manage, analyze and report collected data;
- Planning and conducting evaluations or coordinating the process of selecting and briefing external evaluators;
- Contributing to reports and lessons learned;
- Collecting know how and tools from other human rights organizations, supporting the team in implementing relevant ones.
- Strengthen monitoring, evaluation, feedback, and learning practices across the organization the training. Workshops, webinars;
- Create the data infrastructure required for ongoing monitoring, evaluation, feedback and learning to strengthen strategy and implementation.
- Implement and enhance a monitoring, evaluation, and feedback framework in order to aggregate and communicate program results;
- Contribute to organizational learning through the design of procedures, processes, and systems to encourage and facilitate more effective sharing of program results, approaches, feedback from partners, and lessons learning throughout the organization, using this insight to contribute to the field and shape future programs;

**Qualifications and Experience:**

- University degree in social sciences, human rights, development, demography analysis or statistics or any other relevant field;
- At least three 3-5 years of progressively responsible experience working in a relevant field (preferably NGO sector, international organizations);
- Experience using M&E tools;
- Experience of conducting M&E in complex, insecure environments with limited access;
- Experience in quantitative and qualitative data analysis;
- Good level of written and spoken English;
- High ethical standards and ability to endorse principals of confidentiality and data protection;
- Excellent report-writing skills, experience working with M & E reporting frameworks is an advantage;
- Ability to work under stress, follow projects through to completion with strict deadlines and without loss of attention to detail;
- Effectively work independently and as a team member, ability to work closely with colleagues, self-motivation and ability to set and meet goals.

**Duration:** The contract is for one year, with possibility of extension

**Application Process:** Interested candidates can submit their resume/CV along with cover letter on [hr@c-gpa.org](mailto:hr@c-gpa.org). Please mention "Apply for the Post of Monitoring, Evaluation, and Learning Officer" in the subject. CGPA is equal opportunity employer and qualified women are encouraged to apply.