

August 2018

Vacancy Announcement

National Monitoring, Evaluation and Learning Officer – The Philippines

(Part Time Consultancy position)

The International Commission of Jurists (ICJ) is a global network of judges and lawyers united in affirming international law and rule of law principles that advance human rights.

The Asia & Pacific Regional Office is seeking qualified applicants for the position of Monitoring, Evaluation and Learning Officer based in Manila, the Philippines. The MEL Officer will be engaged to develop and/or strengthen a results-based approach to programme implementation and reporting amongst the ICJ's national partners in the Philippines.

MAIN TASKS AND RESPONSIBILITIES

- Facilitates communications between the ICJ's regional office in Thailand and partner NGOs in the Philippines on programme and finance issues.
- Guides and supports staff at partner NGOs to assess and adjust objectives, indicators and results of their individual programmes.
- Monitor and report on the progress of projects by individual partner NGOs.
- Follows up with partner NGOs on the submission of requests for payment of instalments on grants.
- Review narrative and financial reports prepared by partner NGOs before they are submitted to the ICJ.
- Support partner NGOs efforts to compile lessons learned when implementing projects.
- Support information sharing between partner NGOs and the ICJ.

QUALIFICATIONS

Core Competencies

- Relevant university degree preferably with a post graduate qualification;
- At least three years of relevant professional experience in programme management or monitoring and evaluation functions;
- Experience with project cycle and results-based management, project monitoring, learning and evaluation and financial management of projects;
- Relevant experience managing human rights, governance and development projects is an advantage;
- Relevant work experience in the Philippines is a distinct advantage;
- Fluent in English and Filipino (written and spoken); and
- Advanced knowledge of Microsoft Office, Excel and Word-processing programmes.

Additional Competencies

- Excellent planning and organisational skills;
- Excellent interpersonal skills and ability to work with a multi- cultural team;
- Openness and flexibility, capacity to adapt to changing priorities and needs;

- Ability to manage multiple tasks and to adjust priorities flexibly in response to external events;
- Willingness to travel in the Philippines; and
- Demonstrated commitment to human rights and social justice.

The ICJ is an equal opportunities employer and offers a competitive salary package.

APPLICATIONS close on 17 August 2018 and should be addressed with your resume, a cover letter and the names of at least 2 references to:

- Ref: National Monitoring, Evaluation and Learning Officer – Philippines
- By email: asia-recruitment@icj.org

Please appreciate that due to the volume of applications only short listed candidates will be contacted. We cannot answer phone enquiries. We thank you for your understanding.