

VACANCY ANNOUNCEMENT

April 2019

Monitoring, Evaluation and Learning Officer

Six-month (maternity cover) consultancy at an 80% work rate

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 ICJ is seeking to recruit on a temporary basis a Monitoring, Evaluation and Learning (MEL) Consultant to continue to develop and/or strengthen systems, practices and tools that foster a results-based approach to how ICJ programmes and projects are run, and support programme staff with their implementation; as well as advise the development and implementation of new and on-going programmes and projects from a MEL perspective.

RESPONSIBILITIES

- Act as the central focal point in the Programme Management and Donor Relations team for all MEL-related matters.
- Coordinate the quarterly updates of the 2019 consolidated Activity Work Plan with programme teams.
- Finalize, as needed, the standardization of ICJ results indicators by working methods and the corresponding data collection tools, and brief relevant staff on their use.
- Finalize, as needed, and operationalize the MEL system for two ICJ working methods – capacity-building and publications –, including staff briefing on their use.
- With assistance from the Associate Development Officer, lead the regular production of case studies highlighting ICJ results and lessons learned in the various programmes.
- Conceptualise, coordinate and conduct internal project evaluations with the designated legal staff (including designing the evaluation, developing and testing the data collection tools, taking part in data collection and analysis, drafting the evaluation report, etc.).
- Advise on, and contribute to the development of proposals as per need and in coordination with the Fundraising Officer, focusing on MEL aspects (intervention logic / results chain / log frame; M&E plan; etc.).
- Advise implementation teams on the design of new projects (intervention logic / results chain / log frame; M&E plan; etc.); ensure the M&E set-up of newly-launched projects (detailed M&E plan and data collection tools), including staff briefing; and advise on M&E aspects throughout project implementation (including external evaluations) at the request of the Programme Managers.
- Coordinate, with assistance from the Programme and Development Officer and/or Associate Development Officer, the endline global key informants

survey, and analyze findings against indicators of the ICJ organizational results framework and result framework from other projects.

- Refine existing PCM / MEL tools and/or develop new ones as agreed upon with the Director of Programme Management and Donor Relations team.
- Carry out other, appropriate responsibilities to support the Programme Management and Donor Relations team.

QUALIFICATIONS

The successful candidate will have:

Education and Experience

- A University degree in political science, law, social sciences or development;
- At least five years experience in implementing projects (preferably including in the field) and in designing and implementing Monitoring, Evaluation and Learning systems, including at the organizational level, and using the Results-Based Management (RBM) approach, Logical Framework Approach (LFA) or equivalent;
- Understanding of legal and human rights issues, including international law, independence of the judiciary, and access to justice; and
- Substantial report-writing experience.

Other requirements

- Excellent command of English;
- Demonstrated analytical and report-writing ability;
- Ability to translate narratives into matrices;
- Good communication skills;
- Ability to work in a team;
- Ability to work fast under pressure; and
- Computer literate (Microsoft Office including Excel).

The ICJ is an equal opportunities employer.

This position is for a maternity cover of six months, at an 80% work rate.

The position is preferably based at the ICJ Head Office in Geneva, Switzerland, but might be based in one of the other ICJ offices around the world. No relocation package is foreseen.

APPLICATIONS close on **12 May 2019** and should be addressed with your CV, a cover letter and the names and contact details of at least two referees to:

Ref: MEL Consultancy
By email: recruitment@icj.org

Please appreciate that, owing to the volume of applicants, only short-listed candidates will be contacted. We regret that we are unable to answer phone enquiries.