

## VACANCY ANNOUNCEMENT

January 2020

### **Monitoring, Evaluation and Learning (MEL) Officer**

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 a full-time Monitoring, Evaluation and Learning (MEL) Officer 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**

##### *Methodology*

- Coordinate, manage and report on the organisational Result-Based Framework. This includes guiding and supporting the programme staff in effectively using it. This will also include providing support to updating the Results-Based Framework in line with the new 2021-2025 Strategy.
- Further develop and streamline project management processes and tools (including the PCM toolkit) and support the programme staff in effectively using them.
- Act as the focal point at the central level for all methodology questions during programme and project implementation: inception, project reviews, evaluations, etc.

##### *Monitoring, Evaluation and Learning*

- Coordinate and draft the annual plans and reports to core donors, with inputs from the Director of Programme Management and Donor Relations and the programme staff.
- Develop and support the implementation of project cycle management tools and policies, such as the project evaluation policy.
- 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.).
- Support information-sharing and compilation of lessons learned between programmes and with the Head Office on programming issues.

##### *Fundraising: project design and donor relations*

- Advise on, and contribute to the development of proposals as per need and in coordination with the Fundraising Officer (intervention logic / results chain; log frame and M&E; project implementation structure; etc.).

- Advise implementation teams on the design of new projects / development of project proposals (intervention logic / results chain; log frame and M&E; project implementation structure; etc.).
- Assist the Director of Programme Management and Donor Relations and Fundraising Officer in representing the ICJ with donors.

*Other*

- Provide support to the development of the new 2021-2025 Strategy.
- Improve the presentation of ICJ project material: reports, tools, etc.
- Assist in other relevant matters of the request of the Director of Programme Management and Donor Relations.

## **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 organisational 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.

The location of the position is flexible. No relocation package is foreseen.

**APPLICATIONS** close on **9 February 2020** and should be addressed with your CV, a cover letter and the names and contact details of at least two referees to:

Ref: MEL Officer

By email: [recruitment@icj.org](mailto: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.