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Job Description

Date of entry into force: **15/03/2018**

Position:

MEL (Monitoring, Evaluation and Learning) Officer
After School Support for Teens (ASSET) Program



Summary

The After School Support for Teens (ASSET) Program is a five-year cooperative agreement with USAID. ASSET has the goal of increased employability of Kosovo's in-school youth (Grades 9-12) so they are better prepared to transition from being students to productive, contributing members of society. This goal will be addressed through a combination of activities that provide teens with useful, practical content in financial literacy, entrepreneurship and other workforce readiness efforts, including building stronger linkages between the education sector and the private sector in the delivery of these activities.

the Monitoring, Evaluation and Learning (MEL) Officer is responsible for all activities related to MEL within the Program. He/she will work closely with the Program staff to ensure that all MEL activities are implemented in timely manner. The MEL Officer will receive guidance and support from an international M&E expert. He/she will collect, analyze and report information on Program activities and will prepare information for quarterly and annual Program reports. He/she will be responsible to gather feedback from the field and the Program team and facilitate the learning process for all Program stakeholders. The MEL Officer will oversee the MEL component of the program in cooperation with Program staff, and partners. The MEL Officer will also be responsible for writing success stories and for communications within the Program. He/she will also coordinate with the Program team and USAID in regards to communications.

Qualifications

- A minimum of 5 years' experience in international project management, preferably with USAID projects.
- BA/BS in Education or a related field; MA/MS preferred.
- Demonstrated experience in managing M&E systems and collecting field information to inform project activities.
- Experience in impact evaluations, survey/questionnaire design, interviewing techniques, and qualitative and quantitative data analysis.
- Experience in managing events and other communication activities.

Other skills

- Ability to analyze and report on program performance and impact from the perspective of donors, program planners, and clients.
- Must be able to work both independently and as part of a team.
- Excellent written and oral communication skills in Albanian and English.

- Experienced computer user with proficiency in Microsoft applications (Excel, Word, PowerPoint, etc.) and skills with using the Internet to improve the effectiveness of projects;
- Strong organizational skills including task and time management, ability to multi-task, establish priorities, and meet deadlines;
- Excellent attention to detail, analytical skills, ability to think strategically and work without daily supervision;
- Creativity, flexibility, proven ability to build capacity in counterparts, and excellent interpersonal skills.

Tasks and responsibilities

- Act as MEL Coordinator for the Program;
- Liaise regularly with FHI 360's M&E officer and host visits by her to the Program, making arrangements for training and support to the Program;
- Work with the Program Director, Program Manager and FHI 360's M&E officer to develop an annual program monitoring plan to meet USAID requirements;
- Assist the Program Director, Program Manager and FHI 360's M&E officer to develop and maintain a system for tracking, recording and reporting cost share which meets USAID standards;
- Collect and record required information on the activities and outcomes of the component in a timely manner and prepare contributions for required reports;
- Collect and record required information on the activities and outcomes of partner interventions;
- Ensure that regular and accurate information is collected to meet USAID and MEST requirements;
- Ensure that deadlines are met for providing information and contributions to Program reports;
- Discuss ongoing Program results and feedback from monitoring activities with Program staff, on a regular basis, to enable appropriate adjustments to be made to Program activities in order to ensure positive outcomes and impact;
- Provide formative feedback to the Program Director to enable appropriate adjustments to be made to Program activities in order to ensure positive outcomes and impact;
- Ensure that Program monitoring reports are submitted, as required, on an annual and quarterly basis;
- Support the Program Director and Program Manager in conducting the midline and end-line study in cooperation with FHI 360's M&E officer;
- Identify success stories in the field and conduct interviews to write success stories to demonstrate the Program's impact;
- Coordinate communication activities with the Program staff and USAID communications office;
- Coordinate with the administrative staff to ensure coordination of activities in regards to logistics.

Other responsibilities

- Advise the Program Director of any obstacles to program success in a timely and constructive manner.
- Work to ensure that all Kosovo citizens can benefit from the Program regardless of gender, sexual orientation, language or race.

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Reporting

MEL Officer reports to the Program Director.

Working hours

MEL Officer will have a full working schedule of 8 hours at KEC offices, adding overtime work depending on the needs and specific requirements by senior management.

Remuneration

The remuneration is made in accordance with the employment contract.