

JOB DESCRIPTION

Monitoring, Evaluation and Learning Specialist

Position title	Monitoring, Evaluation and Learning Specialist
Location	Dili, Timor-Leste
Reports to	Senior Manager for Gender & Program Quality
Grade	Grade 8
Position type	Fixed – Term, Full - Time
Start date/timeframe	1 October 2024

1. Background

1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

CARE in Timor-Leste has zero-tolerance for sexual harassment, sexual exploitation, and sexual abuse, as well as all forms of harm to children.

CARE participates in the global [Inter-Agency Misconduct Disclosure Scheme \(MDS\)](#). In line with this Scheme, CARE in Timor-Leste will seek a "Statement of Conduct" from all past employers that candidates have been employed by over the last 5 years, specifically related to incidents or investigations into allegations of sexual harassment, sexual exploitation or sexual abuse during their employment. CARE is also committed to disclosing knowledge of sexual misconduct to other agencies where requested.

2. The role

CARE in Timor - Leste is looking for a passionate Monitoring, Evaluation and Learning (MEL) Specialist who is committed to good MEL standards and a drive to support staff and partners to enhance their monitoring, evaluation and learning skills.

The MEL Specialist will bring significant experience to strengthen and improve CARE in Timor-Leste's (CARE) monitoring, evaluation and learning system. The position will play a key role in ensuring CARE is accountable to stakeholders and generates evidence for advocacy and impact.

The role will support staff to provide quality and compliant reports to CARE and donors and work closely with teams to ensure reliable and accurate project information.

Main Responsibilities:

- Lead the revision, socialization, implementation and monitoring of CARE's Impact and Learning Strategy.
- Develop and maintain MEL systems to track information and impact of CARE's work in Timor-Leste.
- Build staff and partner MEL capacity, including developing staff skills on data management and analysis and use of digital data collection tools.
- Provide technical support to projects in designing and implementing monitoring systems, plans and learning processes.
- Support staff to provide quality and compliant reports to CARE and donors.
- Work closely with staff to ensure reliable and accurate project information.
- Ensure projects are periodically monitored and provide constructive feedback to strengthen projects.
- Work closely with senior management to provide technical MEL input into business development opportunities.
- Assess and continuously improve MEL systems, procedures and tools; and
- Oversight of evaluations and assessments ensuring adherence with CARE and donor monitoring and evaluation standards.
- Lead Monthly Monitoring Evaluation and Learning Working group (MEL WG) and ensure regular progress updates to the Project Manager and Senior Management and programs team within the organization.

Other responsibilities:

- Proactively participate in the staff evaluation (APPA) process including the annual appraisal, midyear review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; and
- Demonstrate an ongoing commitment to gender equality, diversity, Safeguarding and child protection.

3. Selection criteria

- Relevant tertiary education qualifications, in social science, community development or similar.
- At least three years' experience in a similar role preferably with an INGO.
- Demonstrated ability to transfer knowledge through informal and formal training to staff and partners.
- Experience with qualitative and quantitative data collection, including strong data analysis skills.
- Experience in leading evaluations and assessments and data collection teams.
- Experience in overseeing consultants for evaluations and assessments.
- Demonstrated ability to support staff submit high quality donor reports.
- Excellent time management skills.
- Demonstrated problem solving, analytical and communication skills.
- A willingness to learn about CARE, gender equality and women's empowerment activities.
- Strong written and oral skills in Tetum and English.
- Excellent numeracy skills, demonstrated knowledge of, experience in Microsoft Excel spreadsheets, and other data management software/platforms.
- MEL experience in business development / designs is highly desirable.

Note

CARE prioritises the safety of the community members that we work with, particularly the most vulnerable members of society, including women and children. CARE in Timor-Leste will not tolerate sexual harassment, exploitation or abuse by staff or partners, and has embedded systems to prevent and address safeguarding risks across our operations.