MCNV Representative Office
Job description of Monitoring Evaluation and Learning Officer (MELO)
for Disability Program

Job Summary

This position is responsible for designing, coordinating, and implementation of the Monitoring Evaluation and Learning (MEL) of the Inclusion 1 Project within the Disability Program of the MCNV Representative Office in Hanoi. This MELO will work in data quality assurance (DQA) management to improve the qualitative and quantitative data collected by the Inclusion 1 Project. The MELO will report directly to the Deputy Program Manager and ultimately to the Country Director of MCNV in Vietnam.

Location: Ha Noi City. Domestic travel is requested (about 30% of working time).

Duration: 15 months with the possibility of extension.

Expected start: May 2023.

Specific duties and responsibilities

Management
- Assist in the development and revision of the MEL Plan, especially in the areas of project indicators and indicator measurement.
- Keep MEL Plan and project indicators updated in accordance with project activities.
- Develop baseline data for the project indicators.
- Review the quality of existing data in the project activities, the methods of collecting it, and provide statistics for the project reports as needed.
- Organize and participate trainings with partners on MEL as required.

Implementation and coordination
- Collect data on a regular basis to measure project results.
- Check data quality with partners.
- Maintain and administer the MEL database, analyze and aggregate data.
- Support project officers and manager to prepare the project progress reporting and evaluation as relevant.
- Provide technical assistance to the project's partners in data collection and reporting.
- Provide advice on improving project performance using MEL findings.
- Contribute to the reports on MEL findings and prepare presentations based on MEL data as required.
- Perform other duties as assigned by the MCNV Country Director/Deputy Project Manager.

Qualifications requirements

Background
- University degree or higher level in an appropriate subject, or related field. An advanced certificate in MEL and statistics is preferred.

Experience
- Minimum of five (05) years of experience in a MEL position responsible for implementing MEL activities.
- Experience in designing, implementing, and operating MEL systems.
- Experience in designing and managing beneficiary monitoring and database systems.
- Experience in performance measurement, including indicator selection, target setting, reporting, database management, and developing monitoring plans.
- Knowledge of data collection and analysis methodologies.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments.
- Experience with an NGO or developmental organizations.

Competencies
- Good knowledge of program implementation, monitoring, evaluation techniques, and practices.
- Good analytical skills.
- Good computer application skills.
- Ability to work in a team and good interpersonal skills.
- Ability to work independently with a minimum of supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.
- Fluency in English: reading, writing, speaking and listening.