



## VACANCY: RESULTS BASED MONITORING AND EVALUATION OFFICER

The World Agroforestry Centre (ICRAF) is an independent research institution, which generates science-based knowledge about the complex role trees play in agricultural landscapes and rural livelihoods. As part of the Centre's work to bring tree-based solutions to bear on poverty and environmental problems, researchers – working in close collaboration with partners – are developing new technologies, tools and policy recommendations for increased food security and ecosystem health.

The Centre's headquarter is located in Nairobi, Kenya, and research is conducted in 34 countries in Africa, Asia and Latin America. We are supported by the Consultative Group on International Agricultural Research (CGIAR) and receive funding from over 50 different donors.

To learn more about our organization, please visit our website: [www.worldagroforestry.org](http://www.worldagroforestry.org)

Humidtropics, a CGIAR Research Program led by IITA, seeks to transform the lives of the rural poor in the humid lowlands, moist savannas and tropical highlands in the Americas, Asia and Africa. It adopts an integrated systems approach, and unique partnership platforms for better impact on poverty and eco-systems integrity. Research organizations that are involved in core partnership with Humidtropics are: Bioversity, CIAT, CIP, ICRAF, IITA, ILRI, IWMI, AVRDC, FARA, *icipe* and WUR. [humidtropics.cgiar.org](http://humidtropics.cgiar.org)

### About the position

We are looking for a suitably qualified and enthusiastic Vietnamese national, to fill the position of Monitoring and Evaluation. The M&E Officer directly reports to the Humidtropics Central Mekong Flagship Manager as Primary Supervisor, and to the Humidtropics Chief Officer Management as second-line supervisor. The latter provides technical direction and oversight for the position, and is involved in work plan development and performance appraisal.

He/she is charged with ensuring collection of specific data agreed to be essential for RBM or M&E exercise, and also generally support data gathering in other domains. The main areas of support relate to M&E activities around the area based "cluster 4 grant" activities that are part of the RBMS Pilot project, research activities implemented through R4D platforms, and other work funded by Humidtropics and implemented by its partners. The post will involve considerable extraction and computer entry of data from field reports, as well as some analysis.

### Duties and Responsibilities

The successful candidate will be expected to perform the summary tasks as follows:

- Support data collection activities, survey work and analytical sessions undertaken in the Central Mekong Flagship.
- Ensure effective and timely data collection and survey.
- Monitor implementation of activities and reporting on outputs as a basis for management decision-making.
- Review and evaluation activities.
- Other tasks as assigned.

### Qualification and Experience

- Be Vietnamese citizen
- Hold a university degree in Business Administration, Economics or Development Management and Planning from a reputable university
- An advanced degree, especially in the Sciences (natural or social: e.g., agriculture, environment, ecology, biology, geography, sociology, anthropology) is preferable.

- At least 3 years of progressive responsibility in M&E, and/or computer based data management, processing and analysis, preferably in fields such as agriculture, development, environment, and natural resource management
- Experience doing M&E in Vietnam.
- Experience in working with interdisciplinary and multi-cultural teams.

### Personal Competencies

- Familiar with quantitative and qualitative research methods, and M&E data collection methodologies.
- Proven experience in database design, development and management.
- Strong quantitative and qualitative data analysis skills.
- Excellent writing, documentation & communication skills in English.
- Experience with supporting timely and accurate reporting of project progress.
- Demonstrated training & facilitation skills in support of M&E activities.
- Ability to communicate effectively with stakeholders, including farmers, local and national institutions, private sector and policy makers.
- Ability to work under frequently trying and isolated field conditions.
- Willingness and ability to travel frequently in the Action Area.
- Advanced computer skills and applications such as MS Excel and Word and specialist software such as Filemaker Pro or equivalent and statistical software (GNU R preferred).
- Language skills required: in addition to English, one of the languages used in the Central Mekong Action Area, such as Khmer, Lao, Mandarin, or Thai is an asset..
- Willingness to travel.

### Terms of offer

The World Agroforestry Centre is an equal opportunity employer and offers a collegial and gender-sensitive working environment. We believe that staff diversity promotes excellence and strongly encourage applications from qualified women. This is a national position for a period of **two (2) years**, renewable subject to **three (3) months** probation period, assessment of performance, continued relevance of the position and availability of resources.

### How to apply

Applications for the position must include:

- A cover letter illustrating your suitability for the position against the listed requirements
- A detailed curriculum vitae with publication records.
- The names and addresses of three referees, including telephone, and email address.

All correspondence should be addressed to the World Agroforestry Centre (ICRAF) Office Hanoi, at No. 17A, Nguyen Khang street, Trung Hoa ward, Cau Giay District, Hanoi, Vietnam OR via email: [ICRAF-VIETNAM@CGIAR.ORG](mailto:ICRAF-VIETNAM@CGIAR.ORG). Applicants should indicate "**Application – Social Forestry Specialist and Project Manager**" on their application letters and email submissions.

Applications will be considered **until 15<sup>th</sup> June 2014** or until a suitable candidate is identified and selected.

Please note that only short-listed applicants will be contacted.