

Organization: Evergreen Labs	Type of employment: Full – time
Position: Monitoring & Evaluation Officer	Location: Da Nang, Vietnam
Level: Junior	

## **Job description:**

Evergreen Labs is a pioneer in innovative and sustainable solutions helping to build a world where people & the environment live as one, fully circular balanced system. We are looking for an energetic Monitoring & Evaluation Officer to ensure the company and related projects maintain its strategic visions and that our activities result in the achievement of its intended outputs in a cost-effective and timely manner. This role will ensure our activities are implemented with the highest environmental and social impact and provide data to support reporting and communications. The successful applicant will be resourceful, analytical, adaptable, organized, and an independent, self-motivated team member. To succeed in this position, candidates should have a passion for sustainability, exceptional monitoring and evaluation skills, problem-solving skills as well as a good understanding of the company's overall goals.

### **Key Responsibilities:**

- Develop and strengthen monitoring, inspection and evaluation procedures;
- Monitor all project activities, expenditures and progress towards achieving the project(s) and company's output;
- Recommend further improvement of the logical framework;
- Develop monitoring and impact indicators for specific projects and for the organization's success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's/company's results;
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Director/Project Manager;
- Conduct in-field evaluations and surveys for monitoring activities;
- Provide inputs, information and statistics for quarterly, annual and other reports to

Project Management Team and Evergreen Labs;  
Support monitoring and evaluation of the effects and impact of the project;  
Assist the project personnel with M&E tools and in supporting them in their use.  
Perform data analysis to create final reports;  
Perform other duties as required;

**Mandatory Requirement:**

Proficiency in Vietnamese and English languages - both written and verbal  
Strong communication skills  
Quick-learner and independent worker  
Minimum 2 years of working experience in monitoring & evaluation (junior level)  
Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy  
Demonstrated knowledge of research and analysis tools / methods  
Adept at queries, report writing and presenting findings  
Reliability & confidentiality  
Well organized  
Ability to meet deadlines  
Passion for making an impact  
Commitment towards job and learning

**Preferred Qualifications:**

Bachelor's degree in business administration, economics, or related field.  
2+ years professional working experience  
Ability to work in a fast-paced team environment  
Ability to sort out distractions and prioritize tasks to achieve objectives  
Experience in designing tools and strategies for data collection, analysis and production of reports  
Expertise in analyzing data using statistical software  
Demonstrate strong attention to detail and proven process to ensure data accuracy  
Ability to handle multiple projects simultaneously and work under pressure  
Proficient in relevant software including Google Suite

**What we offer:**

Dynamic work environment with international team

Expand your network and work in a career where you create long-term impact

Career development

Leadership development

Monthly in-house trainings

Personnel development incl. education stipend

Collaboration with partner projects

Social insurance, annual leave, holidays

Quarterly team events and annual company retreat

5-day work per week

6 paid sick leaves per year

Be entitled 1 additional day of annual leave after each year of working at company