

**JOB POSTER**

**Position Title:  Monitoring, Evaluation and Learning Specialist**

**Location: CODE Office, 321 Chapel Street, Ottawa, Ontario**

**Reports to: Director of Programs**

**Supervises:  N/A**

**Date: November 2019**

Good books brought to life by excellent teachers help learners understand and thrive in the world around them.  That is the idea behind CODE.   CODE takes a comprehensive approach to programming, working with teacher educators, teachers, librarians, writers, and publishers to develop and sustain literate environment. CODE works in partnership with national and local governments, local implementing partners and in-country experts as well as with international experts.

**SUMMARY**

Under the general direction of the Director of Programs, and working in close collaboration with Program Managers (PMs), international literacy and education experts and in-country partners, the **Monitoring, Evaluation and Learning Specialist** is responsible for the design and management of CODE’s international program monitoring and evaluation, including the collection and analysis of data.  The **Monitoring and Evaluation Learning Specialist** collects, synthesizes, and disseminates evaluative information to CODE’s stakeholders as well as wider audiences  The **Monitoring, Evaluation and Learning Specialist** also reports internally to facilitate learning within the organization and collaborates with other staff to contribute to the effective and efficient functioning of CODE.  S/he will lead processes to review and analyze global and local evidence to inform the establishment of priorities related ongoing programs and program development.

**KEY AREAS OF RESPONSIBILITY**

* Lead and ensure the quality of all monitoring and evaluation and knowledge management components of CODE programming.
* Ensure the integration of monitoring and evaluation activities into all CODE project components.
* Design and coordinate the systematic and standardized collection, analysis, and interpretation of appropriate monitoring and evaluation data;
* Ensure timely and complete reporting from in-country implementing partners in accordance with reporting formats, especially supported by education faculties;
* Review current monitoring data collection tools and work with program managers (PM), literacy and education experts,  and country partners to improve data collection and analysis and ensure they are responding to the indicators in CODE’s Performance Management frameworks;
* Monitor and evaluate progress towards meeting annual work plan objectives and expected outputs and outcomes including selecting progress indicators and monitoring progress in meeting them;
* Support the preparation of quarterly progress reports, annual reports, inception reports, ad-hoc technical reports, and success stories in line with the required formats;
* Provide quality control for the collection, analysis and reporting of indicator data;
* Support PMs to develop terms of reference for mid-term reviews and final evaluations of projects;
* Work with literacy experts to identify/develop assessment and monitoring tools to monitor outcomes for country programs;
* Work with experts to identify/develop tools and processes for collecting impact data;
* Coordinate monitoring and evaluation capacity building efforts for CODE partners and stakeholders;
* Support the production of reports for CODE programs according to the timeframes required by the program team and the fundraising department;
* Contribute to the development of project proposals with respect to monitoring and evaluation;
* Identify, document and disseminate promising practices, in coordination with PMs and country partners;
* Support PMs and country partners to utilise monitoring information to improve programming
* Compile information on lessons learned and expertise within and outside the project.
* Participate on behalf of the project in appropriate technical meetings and conferences for knowledge dissemination.
* Provide support to institutional and human capacity building activities at the regional and local levels for project activities.

**POSITION QUALIFICATIONS REQUIRED KNOWLEDGE, COMPETENCIES AND EXPERIENCE**

**Requirements**

* Commitment to CODE’s values and vision and have a passion for what we do;
* Minimum of a master’s degree in relevant discipline (education, statistics, social sciences, etc.)
* Designation related to Monitoring, Evaluation and/or Assessment  or demonstration of equivalent experience preferred
* 8 years of relevant work experience in monitoring and evaluation in developing countries
* Demonstrated research experience and skills, complemented by experience in collaborating with varying types of partners.
* Extensive knowledge in collaboration, learning, and adapting concepts for education projects.
* Exceptional communications and presentation skills, fluency in English, fluency in French and Portuguese also preferred,
* Strong teamwork and effective cross-cultural interpersonal skills.
* Experience working with/through partners in development programs;
* Willingness and ability to travel (up to 30% of the time)

**Deadline for applications**:  **Friday, December 20, 2019**

Interested applicants should forward a cover letter and resume to <https://codecan.applicantstack.com/x/detail/a2h8bz7uf2u1?preview=1>  or www.code.ngo

*We thank all candidates in advance. However, only those selected for an interview will be contacted. No phone calls please.*  *Only candidates with legal documentation to work in Canada will be considered.*