Position: Monitoring and Evaluation Officer

Location: Remote with Hybrid Option (Ottawa)

Term: Fixed Term until October 30, 2026

Salary Range: $65,000 - $70,000

Summary

CODE is seeking a collaborative and learning-focused Monitoring and Evaluation (M&E) Officer to join our Programs Team. Reporting to the Director of Programs and Partnerships, the M&E Officer will play a key role in measuring, assessing, learning from, and reporting on program performance and results. This position is ideal for someone who combines strong analytical skills with a passion for continuous learning and program excellence.

What we offer

- Competitive salary
- Comprehensive extended health benefits package
- 5% matching registered pension plan
- 16 wellness days per year
- 200$ a year wellness reimbursement program
- Flexible and supportive work culture
- Leadership opportunities

About the role

Under the direction of CODE's Director of International Programs and Partnerships, the M&E Officer will oversee CODE's monitoring, evaluation, and learning systems to ensure program quality, accountability, and impact. Working closely with the Programs Team, they will contribute to program design, data analysis, and the development of results-based tools and dashboards. The Officer will also champion knowledge sharing and sector innovation by helping translate program learning into actionable insights that strengthen CODE's work and reputation globally.

1. **Evaluative Learning Project Support (50%)**
   - Lead the process of formal project evaluation including development of ToRs contracting and supervising external evaluators when required.
   - Design, test, adapt and ensure the understanding and adoption of high-quality program results assessment tools for both project evaluation and monitoring with a focus on tools that have the potential to be used across all CODE.
   - Linking educational expertise and learning and educational research methods and results to the CODE's project evaluative learning systems and processes.
   - Responsible for the management of CODE's organizational program monitoring and results tracking systems, process and tools, including an M&E platform that is aligned with the organizational ToC and linked to projects.

- Support PMs, to link monitoring and data collection tools to comprehensive project and partner reporting tools. Link these reports to the organizational M&E framework above.
- Develop dashboards and program results reporting visualizations for the various clients of this information including internal and external stakeholders.
- Build the capacity of the programs team and local implementing partners to monitor, measure and evaluate program progress and results.

2. Organizational Learning and Knowledge Management (20%)
- Ensure that evaluative learning and outcome mapping processes are tracking and documenting innovation and education sector learning.
- Support staff from the Program Team as well as consultants and short-term staff to develop knowledge pieces, publications and presentations emerging from the Evaluative Learning process.
- Support efforts for CODE and/or its programs to be represented in important sector fora and events.
- Foster linkages to academic institutions that have research and learning goals that align with the program needs of CODE and its partners.
- Contribute to the development of country and organizational strategies with a focus on our organizational Logic Model, Logframe and Theory of Change.

3. Program and Partnerships Team Collaboration and Initiatives (20%)
- Support the Programs team in achieving their goals through regular team meetings, individual guidance and support and linking the team work to the CODE Performance Goals and Appraisal process.
- In collaboration with the Programs Team; development and supervision of consulting or short-term contracts from the roster of experts to fulfill these organizational and program needs
- M&E support for concept and proposal development processes in collaboration with Fund Development.
- Oversee CODE's processes and protocols for monitoring, research and evaluation.

4. Contributes to effective management and functioning of CODE (10%)
- Writes blogs, articles and other communications pieces for CODE's website, Annual report, newsletters and other communication materials.
- Participates in regular CODE's staff meetings and events.
- Contribute to governance meetings, support to fact sheets and other documentation for board meetings, and participation in other meetings, as requested and required
- Performs administrative duties consistent with CODE's corporate policies and practices.

WHAT YOU OFFER

The Monitoring and Evaluation (M&E) Officer will bring strong analytical, organizational, and communication skills along with a commitment to continuous learning and collaboration. The ideal candidate is detail-oriented, thrives in a dynamic international development environment, and has a genuine passion for evidence-based program improvement.

Required education and experience:
- Bachelor's degree in International Development, Education, Social Sciences, Statistics, or a related field (Master's degree an asset).
- Minimum of 5 years of experience in monitoring, evaluation, and learning within an international development or non-profit context.
- Proven experience developing and implementing M&E frameworks, tools, and data systems.
- Strong knowledge of results-based management (RBM), logic models, theories of change, and performance measurement frameworks.
- Experience in data collection, analysis, and visualization using tools such as Excel, Power BI, or similar software.
- Demonstrated ability to synthesize data into clear and actionable insights.
- Experience facilitating training or capacity-building for staff and partners.
- Excellent writing, analytical, and presentation skills.
- Ability to work collaboratively in a cross-cultural, remote, and hybrid environment.
- French language skills are considered an asset.

CODE's Culture and Expectations
- Commitment to CODE's values, vision and direction.
- Contribution to the continued promotion, maintenance, and ongoing development of a healthy workplace culture.
- Modeling of healthy leadership characteristics including work-life balance.
- Commitment to being accountable, detailed-oriented, strategic, and technology-curious
- Ability to work productively in a hybrid or remote environment

We are committed to diversity, equity and inclusion. We strongly encourage applications from and prioritize hiring people with diverse backgrounds and experiences, including Indigenous people, racialized people, people with disabilities, and 2SLGBTQIA+ individuals. We encourage, though we do not require, applicants of these identities to indicate this in their cover letter. Should you need any accommodation during the recruitment process, please let us know.

We thank all applicants for their interest in this employment opportunity. Please note however that, due to the volume of resumes received, only those applicants selected for further consideration will be contacted.

Deadline for applications: Interested candidates are invited to forward their resume and cover letter to https://codengo.bamboohr.com/careers/27. This position will remain open until October 24, 2025
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Applications will be reviewed, and interviews will be conducted on a rolling basis.