



Position Title: Monitoring, Evaluation and Learning Specialist

Reports To: Director of Monitoring and Evaluation

Organization: Vital Voices Global Partnership

Position Location: Washington, DC

Organizational Description:

Vital Voices Global Partnership (VVGP) is a leading non-governmental organization committed to advancing women's leadership in the areas of economic empowerment, human rights, and political participation. We seek a talented professional with **experience in monitoring, evaluation and learning** for the position of **Monitoring, Evaluation and Learning (MEL) Specialist** on the Monitoring, Evaluation and Learning team.

Position Description:

Reporting directly to the Director of Monitoring and Evaluation (M&E), the MEL Specialist will primarily provide technical assistance to program staff in setting and maintaining M&E systems for programs and supporting the collaborative and strategic learning in M&E across all programs and units. This position will also support the implementation of Vital Voice's monitoring and evaluation strategy, including guidelines and tool development, data collection, analysis and reporting.

Responsibilities:

Technical Assistance on M&E

- Provide ongoing technical assistance to program staff in M&E to strengthen program management and donor reporting.
- Develop performance monitoring plans and work plans, including data quality controls in collaboration with program staff.
- Contribute to the development of tools across programs for data collection such as surveys, interviews and focus groups.
- Coordinate with M&E specialists and other program staff on proposal and reporting requirements.

Data Collection and Analysis

- Collate, analyze and interpret quantitative and qualitative data for internal and external reporting using statistical software.
- Ensure information from M&E activities are properly analyzed and collected with high quality for reporting.



Collaborative Learning

- Support the creation of tools, modules and the overall M&E curriculum for program staff around program design, data collection, data management, and setting up of M&E systems.
- Research and compile relevant resources for the community of practice.
- Other duties as assigned.

Qualifications:

- Bachelor's degree required; Master's degree in international development, public administration, economics, statistics or other relevant field strongly preferred.
- At least 2 years of experience in program design, performance monitoring and reporting, and evaluation methods.
- At least 1 years of experience with qualitative and quantitative data collection and analysis.
- Experience in designing, implementing and analyzing survey research.
- Proficiency with statistical software, such as STATA, SPSS, or SAS.
- Familiarity with qualitative analysis software such as Nvivo.
- Demonstrated understanding of M&E best practices, principles, and tools.
- Experience setting-up and/or coordinating M&E systems a plus.
- Experience in training and/or teaching; understanding of adult learning preferred.
- Exceptional oral and written communications skills
- Proficiency with other Microsoft Office Suite programs
- Capacity to work both independently and as a member of a team
- Living or working experience outside the U.S. for at least a year preferred.
- Proficiency in Spanish or French a plus.

This full-time, salaried position is based in Washington, DC. Vital Voices does not provide work visa sponsorship or relocation assistance for this position. International travel may be required.

TO APPLY:

Please e-mail the following to HR@vitalvoices.org using "*M&E Specialist – Your FULL NAME*" as the subject of your e-mail.

- A letter of interest indicating current salary, salary expectations, and availability
- Resume
- A writing sample of no more than three pages such as a results report, research report, or brief that clearly demonstrates analysis and presentation of data to an external audience
- Three references with contact information

Applications will be accepted and reviewed on a rolling basis until the position is filled. Only complete applications will be reviewed.

NO CALLS PLEASE. Only short-listed candidates will be contacted.