



Employment Opportunity

Adventist Development and Relief Agency (ADRA Thailand)

ADRA is a global network of independent humanitarian organizations established in 1984 by the Seventh Day Adventist Church for the specific purpose of providing individual and community development and disaster relief. ADRA Thailand works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action. ADRA Thailand has served vulnerable and marginalized people in Thailand through community development initiatives targeting Food Security, Economic Development, Primary Health and Education. ADRA Thailand's emergency response initiatives provide aid to disaster survivors and people fleeing active conflict from Myanmar.

ADRA's purpose statement is: To serve humanity so that all may live as God intended. This is coupled with our motto: Justice. Compassion. Love.

ADRA Thailand is currently seeking qualified candidates for the position of **Monitoring and Evaluation Officer** based in **Mae Sot, Thailand** for Risk Communications and Community Engagement Project (RCCE).

Application Deadline: 24 May 2020

Project Duration: 6 months

Report to: Program Coordinator

RESPONSIBILITIES:

Set up/review/revise M&E systems

- Assist in the review/revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation
- Develop baseline data for each project component and for all project indicators
- Develop KAP survey, support roll-out of KAP and synthesize data
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required
- Organize and undertake training with collaborating partners on M&E as required

Implementation of M&E and coordination

- Collect data on a regular basis to measure achievement against the performance indicators. This includes tracking of funding tracker, task tracker and distribution tracker
- Check data quality with partners
- Maintain and administer the M&E database; analyse and aggregate findings
- Oversee KAP survey from preparation to implementation to review and analysis
- Support project progress reporting, project mid-term review and final evaluation
- Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings

Communication

- Produce reports on M&E findings and prepare presentations based on M&E data as required. This includes:
 - Feedback mechanism
 - Funding tracker
 - Distribution reports

- KAP surveys results
- Provide the Program Coordinator with management information she/he may require

QUALIFICATION REQUIRED:

Educational Qualifications:

- Preferably bachelor degree in development or related fields

Experience:

- A minimum of 5 years work experience with at least two years involvement in monitoring and evaluation.

Language Skills:

- Fluency in written and spoken English required

Skills and Abilities:

- Strong cross cultural and management skills
- Proven skills in monitoring and evaluation with the ability to share these skills to other staff
- Strong team spirit
- Computer proficient in Microsoft Office
- Good working understanding of Kobo and/or LogAlto
- Exposed and good understanding of statistical software
- Ability to take initiative, prioritize and work independently
- Ability to develop monitoring and evaluation systems according to project objectives and tracking
- Ability to critically analyse the information needs of the project and put in place appropriate mechanisms to capture this information.
- Support good ongoing communication between all project team members

Core Competencies:

- Presenting and communicating information (3.3)
- Applying expertise and technology (4.2)
- Analyzing (4.3)
- Learning and research (5.1)

How to apply: In the subject line of the email, please write “**Monitoring and Evaluation Officer – RCCE**” Please send applications; cover letter, CV mentioned salary expectation and/or educational certificate, work certificate and training certificate to: hr@adrathailand.org

Please note: Only shortlisted applicants will be contacted. The offer of employment will be subject to satisfactory references and appropriate screening checks which can include criminal records
