



## JOB VACANCY

22.11.2021

### **Project Scope:**

The human rights aim to create and sustain critical mass and educational approach proposed for each of the target audiences of primary interest to HUMAN RIGHTIVISM project over the 4 Years period in amount of 5 Mil EUR, this project represents a unique and genuine attempt from the target group citizens to shift from passivism into activism, from us and them, into simple unified common group of interests, from individual prism into group prism. The project seeks to bring together highly crucial CSO partners all over three components, to further evolve the Human Rights areas that have been lacking capacities or neglected by relevant stakeholders, and that are natural, genuine, and common group interest based. Additionally, the program seeks to motivate individuals and communities and restore optimism, as well as build confidence through active engagement of all the good-willing, to ensure that change occurs. Robust participatory and transparent decision-making practices, and particularly the demand-driven approach enshrined throughout Human Rightivism supported activities.

In accordance with the CDF OM Guidelines, CDF now invites all qualified candidates to apply for the position opening.

### **Job Position: Monitoring and Evaluation Specialist**

#### **Scope of Works:**

The Monitoring and Evaluation Specialist is directly responsible for monitoring the program implementation, tracking the program performance; ensures that all activities are implemented in accordance with programs' work plan and M&E plan. The M&E Specialist identifies and tracks potential and active risks and ensures they do not adversely impact the program. The M&E Specialist assesses the Implementing Partner capacities, maintains the program tools and documentation, history of information, data-base and primary records toward M&E areas; M&E Specialist verifies the reliability of reported data and proposes concrete actions for improvement on program performance.

#### **Specific Duties and Responsibilities:**

- Develop the program-specific M&E plan, action plan
- Conduct the assessment of implementing partner(s) capacities in M&E perspective; identify their gaps and recommend immediate actions accordingly;
- Develop M&E reporting formats and adequate guidelines
- Develop the M&E training Plan for implementing partners and other relevant partners
- Assist in the training program for Implementing Partners, on the use of reporting and monitoring formats and respective guidelines;
- Develop a field monitoring plan
- Undertake supervisory field visits and desk monitoring of activities of Implementing Partners,
- Ensure that all activities are implemented in accordance with programs' work plan and M&E plan.
- Review of Implementing Partners periodic reports and provide appropriate comments;
- Develop the data verification system for checking reliability of programmatic data and produced reports for Monitoring and Evaluation

- Monitor the achievement of the intended targets based on the indicators set in the performance framework
- Assist in consolidation of periodic/progress reports for submission to Project Manager;
- Undertake any other duties as assigned by the Project Manager for the overall Supervision, Monitoring and Evaluation of the implementation of activities.

**Expected Results:**

- Creation of an M&E framework and action plan.
- Development of an M&E training Plan for implementing partners and other relevant partners.
- Data verification system for checking reliability of programmatic data and produced reports for Monitoring and Evaluation.
- Successful verification of all M&E Data provided from Implementing partners.
- Systematic monitoring of intended targets based on the indicators set in the performance framework.

**Mandatory Required Qualifications:**

**Education:** Relevant University degree;

**Working experience:** Minimum of five years of relevant working experience, with a proven experience in monitoring and evaluation. Specifically, at least three years senior working experience in monitoring and evaluation fields, in international or local funded projects/programs.

**Languages:** Fluency in English and Albanian, Serbian at communication level;

**Other skills:** Good knowledge of computer specially Microsoft office programs, Strong spreadsheet and advanced Excel; Strong communication skills; Proven ability to work in complex multi-sectorial environment and team player with excellent interpersonal skills. Preferable good knowledge of SPSS software.

**Reporting:** The Monitoring and Evaluation Specialist shall report directly to the Project Manager.

**Duration:** The assignment will be for the period over 24 months, including the three (3) months' probation period.

Only prequalified candidates will be invited for interview. CV and three verifiable references must be submitted no later than December 07, 2021 at 16:00 pm, through email address at: [hr@kcdf.org](mailto:hr@kcdf.org).

*CDF is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.*