

Job Opportunity for M&E

Written by Võ Xuân Hòa

Tuesday, 24 July 2012 13:36 - Last Updated Tuesday, 24 July 2012 15:44

There are no translations available.

Catholic Relief Services (CRS) is now seeking dynamic Vietnamese candidate for following position for our Inclusive Education Program based in Ha Noi:

Title: Inclusive Education Monitoring and Evaluation (M&E) Officer

Reports to: Chief of Party

Supervision: Not applicable

Project site: Ha Noi, Ho Chi Minh City, Da Nang

PRIMARY FUNCTION

The M&E Officer will work closely with the Inclusive Education (IE) team to design and implement an effective and efficient monitoring, evaluation, documentation and reporting system in support of inclusive education project "Inclusion of Vietnamese with Disabilities (IVWD)"

SPECIFIC RESPONSIBILITIES

- Maintain and update M&E folders, including M&E schedule, data collection tools and guidelines, for CRS Vietnam's Inclusive Education programs.
- Facilitate high degree of partner and community involvement in M&E folder development.
- Involve partners in M&E design and indicator selection where appropriate.
- Design data recording system and enter collected data into system for CRS and partner staff use.
- Work with IE team and partners to identify staff M&E capacity gaps and provide training and technical support to project staff and partner staff to ensure effective implementation of M&E related tasks.
- Implement, monitor and improve M&E data collection and feedback processes and systems for inclusive education program activities to ensure validity, integrity, accuracy, precision, reliability and timeliness of data collected.

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- Make regular visits to project sites to monitor implementation of M&E processes, and make random checks to ensure accuracy and integrity of data collected.
- Coordinate with ITTP school staff in collecting training data, conducting alumni surveys, and document case studies and success stories.
- Work with COP, ITTP coordinator and school partners to document ITTP model best practices and lessons learned.
- Coordinate a study on best practices of accommodating and supporting employees with disabilities at workplaces.
- Liaise with MOET Project Management Unit and selected pilot schools to design and implement M&E tools and processes for the piloting of adaptive assessment, ICT assistive technologies and distance learning model.
- Work with COP, IE PM and MOET partners in facilitating the baseline study, evaluations of pilot activities, and documentation of best practices and lessons learned.
- Provide regular recording, internal trip, activity reports and information for preparation of reports to donors, and others required by supervisor.
- Update IVWD training outcomes in TraiNet.
- Analyze quantitative and qualitative data in support of program management and reporting.
- Facilitate M&E reflection sessions as part of on-going project management and coordination meetings or as stand-alone events as needed.
- Designing and implementing events for exchange of program experience. Ensure effective recording and dissemination of results of all experience sharing activities. Contribute to designing system to compile and disseminate best practices within and outside CRS.
- Identify new and innovative M&E practices for CRS Vietnam programs.

Qualifications and Personal Skills:

University degree in fields relating to Social Sciences, Statistics, and/or Education.

At least three years professional experience, preferably with Vietnamese or international NGOs in the area of monitoring and evaluation.

Academic training or specialized coursework in monitoring and evaluation is strongly preferred.

Computer proficient with strong knowledge and skills in Excel, Access, and SPSS or similar statistical analysis software including the capacity to produce computer analysis of data from

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those systems.

Experience with mobile data collection technology preferred.

Experience successfully working with public sector, civil society organizations in designing, managing and/or implementing M&E systems with related capacity building support.

Experience in implementation in disability related programs preferred.

Excellent spoken and written English.

Good communication, interpersonal, analytical and presentation skills.

Confident, proactive, flexible, with strong teamwork skills.

Availability to travel to project sites.

Required application documents:

- Curriculum Vitae in English, with names and addresses of three references
- Application Letter in English
- Copies of diplomas, certificates and relevant documents

Please send completed applications to:

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Ms. Tran Thi Thu Hang

CRS, No 1 Alley 7, Nguyen Hong Street, Ba Dinh District, Ha Noi.

Or email: hang.tran@crs.org

Deadline for Applications: July 30, 2012