



Justice Activity in Kosovo Recruitment For Monitoring Evaluation and Learning Specialist (MEL)

Chemonics seeks a candidate for the position of Monitoring, Evaluation, and Learning (MEL) Specialist for the USAID-funded Kosovo Justice Activity. The purpose of the Justice Activity is a more responsive justice system capable of providing people access to quality services and multiple means to solve their justice needs and every day legal problems to generate greater public trust in the justice system and the rule of law. This activity builds on USAID's previous projects in Kosovo and lessons learned by USAID/Kosovo, local partners, and other donors.

The Activity is organized by three integrated objectives, 1) Quality and Accessibility of Justice Services Improved, 2) Citizen Understanding, Engagement, and Trust of the Justice System Improved, and 3) Effective Innovations in the Justice Sector Developed. Community-based activities under Objective 2 anchor the Justice Activity in Kosovo by defining the problems to be solved under Objectives 1 and 3.

Position Description

The position of Monitoring, Evaluation, and Learning (MEL) Specialist will be responsible for supporting ~~development~~ of the project's results framework and monitoring, evaluation, and learning plan (MELP) to ensure the program achieves the client's goals and objectives. The role will be focused on standardization and data management that showcases patterns, trends, and impact over time.

Principle Duties and Responsibilities

As MEL Specialist, the employee is responsible for the following principal duties and responsibilities:

- Working closely with project leadership, the home office project management unit and MEL Department, determine measurement methods and data sources that ensure quality, timely, and efficient capture of project activity results, and reporting to USAID.
- Assist project team in ensuring that MEL is integrated into all management and technical activities.
- Develop schedule and approach including tools for MEL baseline and subsequent data collection.
- Develop learning plan for managing, monitoring, and assessing program impact and informing adaptive management.
- Create, develop, and implement tools and templates to facilitate data collection and analysis to measure project progress and guide decision-making.
- Create reporting templates and data collection tools for partners' MEL staff to collect data and report inputs that feed into the Activity's overall MELP.
- Communicate on daily basis with the project partners MEL staff to follow-up on MEL plans and planned MEL activities.
- Analyzes relevant data on project indicators for contractual reports and contributes to writing reports.
- Support and create surveys for data collection for indicators and evidence to support programming activities.
- Conducts periodic training for project staff, stakeholders, and/or partners. Shares information to help them monitor the progress of their work and use the data for strategic decision-making.



Required Skills and Qualifications

The position requires an individual with:

- University degree in statistical analysis or related field.
- Minimum 3 years of experience supporting objective organizational performance analysis, monitoring, and improvement. Experience identifying and using data to improve organizational systems, track performance, and inform activities.
- Knowledge of existing information and metrics systems in Kosovo, performance information prepared and published by domestic sources, and international cross-country comparative assessments.
- Excellent written and verbal communications skills required.
- Proven ability to work professionally, constructively, and collaboratively as part of team, meet deadlines, communicate effectively, and deal with diverse partners (including high-level government officials, entrepreneurs and international donors) in a challenging environment.
- Experience producing MEL plans, theories of change, logic models, surveys, and other frameworks.
- Experience in data analytics, data visualization, and the manipulation of data sets.
- Technically strong on Word processing (Microsoft Word), spreadsheet (Microsoft Excel), e-mail (Microsoft Outlook) and Data Analyzes and Visualization software(s).
- English fluency. Albanian fluency required. Skill in Serbian an advantage.

Reporting

The Employee will report directly to the Chief of Party, or his/her designee.

Please send electronic applications, including ONLY a cover letter and CV to: **eluzha@justiceactivity-ks.org** no later than **August 7th, 2022**. Please write “Monitoring Evaluation and Learning Specialist” in the subject line. Applications will be considered on a rolling basis, meaning positions may be filled prior to the closing date. No telephone inquiries, please. Finalists will be contacted.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics.