

Monitoring, Evaluation, Learning and Compliance Officer

PURPOSE OF THE POSITION

As the Monitoring, Evaluation, Learning (MEL) and Compliance Officer, you will ensure quality programming and effectiveness of ChildFund PNG's programs by facilitating support to Program teams throughout their program cycles; primarily around Project Monitoring & Evaluation, Information System Management and Reporting. The position also plays a key role in ensuring that programs comply with ChildFund MEL Framework and systems as well as Donor MEL requirements.

KEY DUTIES

- Implement contextualized CFPNG MEL Framework across supported programs based on the country's programming model. Ensuring that existing supporting systems set up by MEL & Compliance Manager are observed by Program Teams.
- Support program staff at all stages of the project cycle involving SMART design, implementation, monitoring and evaluation (in line with the partnership standards and requirements of CFA and the overall Alliance (CFI)); quality data maintenance & information management; quality evidence-based reporting and case studies compilation.
- Support and facilitate planning, learning & reflection and clear target setting, ensuring quality program implementation according to the design.
- Provide technical input and support to the Sector Programs ensuring consistency and cross-learning mainstreamed in various grants under the respective sector programs.
- Provide support on data tracking for programs under each program and ensuring data is aligned to donor requirements and maintain compliance, accountability and consistency to donor and CFA.
- Ensure technical support is provided for M&E Events in terms of planning and coordinating and developing high quality data collection tools including supporting the write-up impact statements; contributing to reviews and planning.
- Coordinate and support project Start-Ups and Inceptions in collaboration with Program Teams, Business Development Team and Operations Teams.
- Support MEL capacity building of partners (including community members) and staff by facilitating discussions on analysis and reflect on practice based on Baseline, Monitoring and Evaluation data.
- Ensuring Program Teams comply with CFA and Donor Grant MEL requirements.
- Ensure compliance with CF policies and procedures especially around Child Protection, Child Safeguarding and GEDSI.
- Ensure compliance with CF policies and procedures

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in Monitoring & Evaluation, Development Studies, Project Management, Social Sciences, Statistics and/or other relevant disciplines (or a clear demonstration of equivalent experience through applied learning).
- Minimum of two years' experience in monitoring, evaluation and learning within the development sector.
- Minimum of two years' experience in implementing MEL systems and supporting activities across multi-sector programs.
- Minimum of two years' experience in Information Management, Project Management, Research, Quantitative and Qualitative Data Analysis, Evidence Based Report Writing.
- Proficiency in Microsoft Office and data management systems both online and offline

DESIRABLE

- Experience in working with NGOs in cross-cultural setting.
- Experience in facilitation of Workshops/ Trainings.
- Creative thinker and motivator, energetic, with an entrepreneurial spirit.

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

SKILLS

- Strong analytical skills and critical thinker.
- Strong experience in Program Cycle Management and Program Effectiveness.
- Supportive and responsive; and driven by learning, improvement and innovation.
- A committed Leader, effective communicator and facilitator, dedicated team player, strong organizational and planning skills,
- Strong written communication skills with demonstrated experience preparing high quality evidence-based reports and professional documents for multi-level audiences.
- Good theoretical understanding of MEL with the ability to translate theory into practice and deliver evidence-based reporting.
- Understanding development in country context and child-focused development programs

CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Monitoring, Evaluation, Learning and Compliance

Location: Country office, ChildFund Papua New Guinea

Employment: Full-time, initial two year fixed-term national role, with extension upon mutual agreement

Reports to: Monitoring, Evaluation, Learning and Compliance Manager, Papua New Guinea

Other Information: Appointment to this position is dependent upon successful completion of criminal background and reference checks.

Please apply at: www.childfund.org.au/work-with-us





ORGANISATIONAL CONTEXT

ChildFund Papua New Guinea is a registered local NGO and – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Papua New Guinea is part of the ChildFund Alliance – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

ChildFund began work in Papua New Guinea in 1994, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in the Central Province and National Capital District. With a focus on maternal and child health, including TB, immunisation, nutrition and water and sanitation; education through the Child-Friendly School framework; child protection and resilience against family and sexual violence; ChildFund PNG also prioritises climate change and disaster preparedness. In 2015, ChildFund PNG established the country’s first ever Family and Sexual Violence Counselling Hotline which operates in Port Moresby and provides national coverage for survivors.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave. You are also entitled to sick leave, maternity leave, parental leave and compassionate leave.

Health Insurance & Bonus

All employees are covered under a Life Insurance Corporation (PNG) Limited. This health insurance cover is also extended to nominated family members depending on staff tenure with the organisation.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund PNG you will be contributing to every child being able to play, learn, and grow.