



JOB POSTING – MONITORING, EVALUATION AND LEARNING OFFICER, GLOBAL

Closing Date: July 31, 2019
Organization: Right To Play International
Department/Division: Global Monitoring, Evaluation and Learning
Work location: London UK
Authorized to work in: UK

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we help 1.9 million children each week to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

POSITION SUMMARY:

The Monitoring, Evaluation and Learning (MEL) Officer reports to the Director, Global Monitoring, Evaluation and Learning (MEL), and is generally responsible for the administration of Right To Play’s global output monitoring process at headquarters and managing evaluation budget expenditures on behalf of the HQ MEL team. The incumbent’s specific responsibilities will include focusing on calculating and consolidating Right To Play’s annual output reach numbers; efficiently tracking, reconciling and paying out against departmental invoices and



expenditures; managing consultancy contract preparation processes; and managing special strategic projects in conjunction with the Director, Global MEL.

The MEL Officer will work in collaboration with Country and Regional Office MEL colleagues and the MEL team at headquarters to ensure that broader work is informed and based on participatory decision-making. In addition to broad contribution to core monitoring and evaluation processes, the MEL Officer is expected to participate in, and produce deliverables for, the Global MEL strategy.

The position is based in London, UK however, extensive international travel (40 – 50%) is required.

PRIMARY RESPONSIBILITIES:

Job responsibility #1: Quality Output Monitoring Process Support (45%):

- Manage the timely and accurate collection, and reporting of global organizational output data through Right To Play's Quarterly Count Report (QCR) process – including data cleaning, analysis and the production of regular dashboard reports
 - In collaboration with the Director, Global MEL, manage the development and implementation of the Global MEL data tracking system
 - Support the annual outcome reporting process in collaboration with the Research & Learning Coordinator
 - Identify innovations and improvements to enhance the efficiency and effectiveness of Global MEL processes at Right To Play
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Job responsibility #2: Evaluations and Studies Administrative Support (35%):

- Manage the contract administration process and ensure the strong coordination of contract inputs (including terms, clauses, payment schedules and deliverables)
 - Manage and coordinate contractual payments for all external evaluations and research contracts
 - Track all contractual expenses in accordance with signed agreements and Right To Play policies
 - Support the Director with the annual budget forecasting and budget planning processes
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Job responsibility #3: MEL Technical and Capacity Building Support (10%):

- Supports MEL Specialists and Director, MEL to produce technical data analysis, collection, monitoring and reporting tools/instruments for major organizational projects
 - Regularly update and maintain, output and reach data in Global MEL database (once implemented)
 - Support development of global data analysis and mining processes
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Job responsibility #4: Program Planning and Organizational Support (10%):

- Provide technical support in evaluation systems, results based management and project development
 - Collaborate with Right To Play teams to support proposal writing and communications
 - Review annual program plans to ensure adequate and complete monitoring and evaluation plans
 - Regularly track research funding and evaluation opportunities through internal and external sources
 - Support other organizational initiatives, as needed
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QUALIFICATIONS (Required):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in social sciences, international development, health sciences, or related fields
- Applied training in research methods (quantitative analysis/statistics and/or qualitative analysis)

EXPERIENCE/SKILLS/ATTRIBUTES:

- 3-4 years practical experience with data tracking and/or data systems maintenance experience
- 3-4 years practical experience in the International Development or humanitarian sector (preferably with overseas experience)
- Experience with developing and implementing results based management measurement frameworks
- Strong written communication and presentation skills, presenting evaluation findings through a variety of mediums—reports, dashboards, webinars
- Knowledge of and experience with expenditure tracking and management
- Analytical skills, including data cleaning, storage, tracking and management
- Proficient in Microsoft Office applications

LANGUAGES:

- Fluency in oral/written English required; ability to work in a second (e.g. French, Arabic) is an asset

OTHER QUALIFICATIONS (desired):

- Post-Graduate Diploma or Master's degree in evaluation, statistics, research methods, international development, health, education, community development, public policy, or related field
- Membership or certification in a professional evaluation association (e.g. Canadian Evaluation Society)
- Experience with CRM data systems
- Experience designing and leading evaluation or research studies
- Expertise and experience in training and capacity building

WHO YOU ARE:



You are an aspiring global professional with a love for details and data. You tend toward number-crunching but can also appreciate the qualitative side of results. You are also passionate about global issues and would like to make a contribution to international development through monitoring, evaluation and learning.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care & be playful**). In addition, we offer a competitive salary and benefits package.

Target Start Date: Immediate
Contract Duration: Permanent/Full-time

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to careers@righttoplay.com and kindly include "Monitoring, Evaluation and Learning Officer" and your name in the subject line. Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Shortlisting of **applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

