



JOB POSTING – Monitoring, Evaluation and Learning (MEL) Officer, Global

Organization:	Right To Play International
Department/Division:	Global MEL, Headquarters
Work location:	London, UK
Authorized to work in:	UK (Eligible to work legally without requiring sponsorship or work permit)
Target Hiring Range:	£33,000 – 37,000 per annum
Target Start Date:	Immediate
Contract Duration:	Permanent/Full-time
Closing Date:	Open until position is filled

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 helped 2.3 million children last year 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 reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

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.

JOB SUMMARY:

The Monitoring, Evaluation and Learning (MEL) Officer, Global role is generally responsible for implementing the knowledge management strategy and functions of the Global MEL Department under the supervision of the Senior Manager, Global MEL.





More specifically, the primary responsibilities of your role will include managing the smooth running of the MEL database and technology systems, proper documentation and dissemination of Global MEL knowledge products to an internal and external audience, and providing administrative support for the Global MEL operations.

You will work in collaboration with the Country 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 the broad contribution to core monitoring and evaluation processes, you will participate in, and produce deliverables for, the Global MEL strategy.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: MEL Information and Technology Systems (35% of Time):

- Provide technical and functional support to Country Offices in using our MEL information system for reach and project results data reporting
- Work with data owners to devise, coordinate, and conduct regular data-quality assurance initiatives to purge and eliminate corrupt or redundant information from our MEL information and digital data collection systems
- Drive system acceptance and ensures smooth running of the MEL database and digital data collection system by administering user accounts, providing end user training to keep users engaged and up to date with system features, changes, project/initiative progress and planning, while also maintaining the security and health of the systems
- Provide quarterly update and diagnostic report on Country Offices and Projects usage of the MEL database and digital data collection systems

Job Responsibility #2: Production and Dissemination of MEL Knowledge Products (35% of Time):

- Lead analysis and compilation of global reach reports, including regular dashboards and digital analytics
- Synthesise evaluation and other analytical reports across projects to produce key and concise global knowledge products such as Impact Briefs, Key Results Summary, Evaluation Briefs, amongst others
- Review existing templates and develop new ones (where needed), including the process flow for all global knowledge products
- Liaise with colleagues from the Global Strategy Unit to produce and regularly update innovative and accessible global dashboards for our Reach and Project results data, including other programmatic KPIs
- Provide guidance to the Country Offices and Global MEL colleagues on the development of other internally/externally facing knowledge products such as Case Studies, Project Factsheets, Conference papers/presentations.
- Act as a liaison between the Global MEL and the Global Marketing and Communication regarding the production and dissemination of knowledge products

Job Responsibility #3: Knowledge Management Systems and Administrative Support for Global MEL Operations (25% of Time):

- Take lead in developing and implementing global knowledge management strategy
- Ensure proper maintenance and efficient use of the Global MEL knowledge systems (i.e., SharePoint, PlaySpace) for the processing, sharing, and storage of knowledge products in accordance with the agreed folder structure and company compliance policy.
- Track all evaluations (multi-country and single country) and MEL-lead research projects using an evaluation tracking tool and works with the Global MEL Managers to periodically update the Active Projects Tracker from the Global Programme Partnership
- Support the Senior Manager with the MEL Department's annual budget planning processes and regular tracking during implementation
- Compile Global MEL content for the Right To Play monthly newsletter by liaising with Global MEL colleagues for relevant information
- Support the Senior MEL Manager in periodic update of the Global MEL Strategy workplan

Job Responsibility #4: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Bachelor's degree in Social Sciences, International Development, or related fields
- Applied training in or experience working with research methods (both quantitative and qualitative)

EXPERIENCE:

- 2 years' experience in knowledge management and writing of global reports for both internal and external facing audience within the monitoring and evaluation function of a medium-sized international development organisation.
- Significant experience with visualisation tools, manipulating large data sets, and interpreting data trends
- 2 years' experience in managing relational database and ability to query disparate data sources

COMPETENCIES/PERSONAL ATTRIBUTES:

- Demonstrate cross-cultural communication and interpersonal skills
- Maintain a Positive Attitude – strive to achieve high levels of individual and organizational performance
- Ability to work within tight deadlines and handle multiple projects
- Exceptional attention to detail and critical thinking skills

KNOWLEDGE/SKILLS:

- Demonstrable skills in communicating and transforming technical/analytical information into non-technical and compelling stories



- Excellent research skills with good knowledge of research methods (both quantitative and qualitative)
- Proficient in managing databases and using technology packages for Monitoring, Evaluation, and Learning (MEL)
- Demonstrable desire to learn quickly and adopt new technologies or data management tools for own work
- Experience in providing knowledge management technical support in a medium-sized organisation
- Excellent data analysis, interpretation, and presentation skills
- Experience in conducting quality assurance and critical review of organisation wide data within international development

LANGUAGES:

- Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset)

- Knowledge management experience within global team in international development
- Expertise and experience in providing training and capacity building in technical areas
- Master's degree in related subject
- Excellent skills in statistical packages (e.g., Excel, NVivo, R, SPSS, Power BI, etc.)
- Ability to take forward in-depth research from a wide variety of sources and present results
- Experience with digital analytics (e.g., Google analytics, social media, etc.)
- Enthusiasm to offer support and help without being asked, seeking out solutions to issues
- Fluency in Arabic, French, and/or any other national language of RTP's partner countries

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 and be playful**). In addition, we offer a competitive salary and benefits package including 25 days annual leaves plus statutory holidays, and personal learning & development days.

HOW TO APPLY:

If you are interested in applying for this position, please click [here](#) to apply with your resume and cover letter in English.

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. As such, we encourage women and groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. 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 Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

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

