JOB POSTING – Monitoring, Evaluation and Learning Officer - Global

Organization: Right To Play International
Department/Division: Global Monitoring, Evaluation and Learning
Work location: London, United Kingdom
Authorized to work in: United Kingdom (Ability to work legally without requiring sponsorship)
Target Hiring/Target Hiring Range: £34,000 - £37,000 per annum
Closing Date: 30 June 2021

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 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.

JOB SUMMARY:

The Monitoring, Evaluation and Learning (MEL) Officer reports to the Senior Manager, Global Monitoring, Evaluation and Learning (MEL), and is generally responsible for supporting the implementation of Right To Play (RTP)’s measurement work across the organization. More specifically, this role will focus on supporting the quality administration of measurement within the Global MEL department in the London office. The incumbent’s primary responsibilities will include focusing on calculating and consolidating RTP’s annual output reach numbers, supporting the department’s knowledge management strategy – ensuring proper
documentation and dissemination of MEL products to internal and external audience, efficient tracking of departmental budget, expenditures and reconciling any outstanding accounts as well as the management of special projects in conjunction with the Senior Manager, MEL.

The MEL Officer will work in collaboration with 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 broad contribution to core monitoring and evaluation processes, the MEL Officer is expected to participate in, and produce deliverables for, the Global MEL strategy.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Quality Output Monitoring Process Support (30% of Time):

- Ensure timely and accurate reporting on beneficiaries reached through RTP projects by liaising with Global MEL Managers and Country Offices to timely report data in DevResults.
- Lead analysis and compilation of global reach reports, including regular dashboards and digital analytics.
- Support Country Offices in their understanding and use of Reach Reporting guidance through trainings, refresher and periodic update.
- Identify innovations and improvements to enhance the efficiency and effectiveness of Global MEL processes for Reach reporting at RTP.

Job Responsibility #2: Evaluations and Case Studies Administrative Support (30% of Time):

- Work alongside Senior MEL Manager to support external/internal evaluations and case studies by ensuring strong coordination of contracts (including terms, clauses, payment schedules and deliverables).
- Manage and coordinate periodic case studies with Country Offices.
- Track all evaluations (Multi-country and Single country) using evaluation tracking tool and work with Global MEL Managers to develop evaluation briefs.
- Support the Senior MEL Manager with the annual budget forecasting and budget planning processes.

Job Responsibility #3: MEL Technical and Capacity Building Support (30% of Time):

- Provide MEL technical support to assigned Country Offices and projects.
- Ensure proper documentation and dissemination of MEL products (evaluation reports, briefs, case studies, MEL guides & toolkits, reach report, Key Results summary, Newsletter etc.) to internal and external audience.
- Support the development of global reports, annual key results summary, and generate global results dashboards in DevResults.
- Take lead in developing and implementing global knowledge management strategy.
Job Responsibility #4: Program Planning and Organizational Support (5% of Time):

- Provide technical support in evaluation systems, Results-based management (RBM) and project development.
- Collaborate with RTP 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.

Job Responsibility #5: 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 research methods (quantitative analysis/statistics and/or qualitative analysis)

EXPERIENCE:

- 2-4 years practical experience developing and implementing monitoring and evaluation systems.
- 2-3 years practical experience in the International Development or humanitarian sector (preferably with overseas experience).
- Experience developing and implementing RBM.
- Data management systems maintenance experience.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Keen sense of cultural sensitivity.
- Advanced interpersonal and verbal communication skills.
- Ability to collaborate amongst an international and multidisciplinary team.
- Strong analytical and conceptual skills that allow for strategic planning and the ability to translate this into practical and feasible operational program planning both in written and verbal formats.

KNOWLEDGE/SKILLS:

- Strong quantitative and qualitative analysis skills
- Strong written communication and presentation skills, presenting evaluation findings through a variety of mediums—reports, dashboards, webinars.
- Excellent knowledge in using data visualization tools (e.g., Power BI, Tableau, Power Views).
- Proficient in Microsoft Office applications, especially advanced Microsoft Excel skills – Power Query, Power Pivot, Macros, etc.
- Proficient in quantitative and qualitative analytical tools (e.g. SPSS, STATA, NVivo, Dedoose)
LANGUAGES:

- Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset):

- Experience with CRM data systems and digital analytics (Google & social media).
- Experience designing and leading evaluation or research studies.
- Experience using digital data collection platforms such as SurveyCTO and KoBo Toolbox.
- Expertise and experience in training and capacity building.
- Fluency in another language (e.g. French, Arabic, Spanish, Swahili).

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking, research, and analytical skills.

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 Great Place to Work® Canada Certified and 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 flexible work policy (e.g. work from home and flex hours), 25-day annual leaves, and up to 5 personal development days.

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

HOW TO APPLY:

If you are interested in applying for this position, please apply here to upload your resume and 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.

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.