

Monitoring and Evaluation Officer at BIRN HUB

Belgrade

Monitoring and Evaluation Officer

Experienced

Serbian, English

25.03.2015.

BIRN Hub has a vacancy for Monitoring and Evaluation Officer that will be based in Belgrade.

The Monitoring & Evaluation (ME) Officer will provide day-to-day management of the monitoring and evaluation activities related to BIRN Hub programs; including working with program staff, external consultants, implementing partners and key stakeholders. The M&E Officer will work under the overall guidance and supervision of Regional Operations and Development departments.

He/she will be responsible for the monitoring and ensuring high quality and timely inputs, and for ensuring that BIRN Network maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.

The M&E Officer will be responsible for designing and implementing the M&E activities of the Network; assisting Development/Project Managers in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the Management Information System (MIS) of the Network and will be responsible for the collection & analysis of different data in relation to the project activities.

The Monitoring and Evaluation Officer works in close collaboration with project teams within the Network.

Major duties and responsibilities

- Develop and strengthen monitoring, inspection and evaluation procedures.
- Monitor all activities, expenditures and progress towards achieving the outputs.
- Recommend further improvement of the logical frame work.
- Develop monitoring and impact indicators for the Network.
- Monitor and evaluate overall progress on achievement of results.
- Monitor the sustainability of the projects' results.
- Report monthly, quarterly, half-yearly and annual progress on all activities to Network Director.
- Conduct capacity assessment on existing monitoring and evaluation system.
- Provide inputs, information and statistics for quarterly, annual and other reports to Regional Operations and Development departments.
- Assist Network personnel with M&E tools and in supporting them in their use.
- Perform other duties as required.

Qualifications and experience

- At least 5 years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Proven ICT skills, especially in the development of MIS software using database software.
- Expertise in analysing data using statistical software; Computer literacy in Microsoft Office (word, excel, outlook, access).
- University Degree in social sciences will be considered as an advantage.

- Proficiency in both written and spoken English.

All interested candidates need to apply with their most recent CV, a letter of motivation (no more than 2 pages) and list of three professional references, no later than 25th of March 2015. Interviews with short-listed candidates will be held in the first week of April. The selected candidate should start work as soon as possible.

About the Company:

BIRN is a nongovernmental organisation based in Bosnia-Herzegovina, working regionally on in the field of media development. More information at www.birn.eu.com.

BIRN encourages applicants of both genders, and offers an equal chance to all interested persons, without any prejudice based on any grounds.