

# Job Description



<b>Job Title:</b>	<b>Impact and Accountability Programme Officer</b>		
<b>Cluster:</b>	<b>Impact and Accountability</b>		
<b>Salary:</b>	\$41,984 (including benefits)	<b>Contract Type:</b>	12 Months (with a possibility of renewal)
<b>Location:</b>	Remote, with preferences for CIVICUS Hubs (essential to already have the right to work from a hub or remotely)		
<b>Reports to:</b>	<b>Impact and Accountability Lead</b>		
<b>Direct Reports:</b>	N/A		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>The Impact &amp; Accountability Officer works with the Impact &amp; Accountability Cluster lead to ensure programme specific MEL requirements are aligned to CIVICUS' Integrated Results Framework, deliver on the monitoring and evaluation activities of ongoing projects and be an advocate for data-driven decision making within CIVICUS and its alliance. The role also is responsible for ensuring CIVICUS' organisational learning and constituency accountability practices are embedded at programme level.</p>		
<b>Key Activities</b>			
M&E design and monitoring of project implementation	<ul style="list-style-type: none"> <li>- Provide M&amp;E support to project teams, based on the M&amp;E needs of projects;</li> <li>- Design M&amp;E plans for projects, facilitate meetings, hold feedback and impact reflection discussions, contribute to project reports, provide technical advice etc.</li> <li>- Develop baseline data and participatory tools and mechanisms to collect/analyse project data</li> <li>- provide direct support to project teams with ongoing outcome harvesting and data collection, including working with partners, other stakeholders, and consultants on consolidation and analysis</li> <li>- Provide oversight and monitor the progress against projects indicators to inform project learning and decision making</li> <li>- Provide oversight and be first point of contact for key M&amp;E project indicators</li> </ul>		

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<p>Project reporting and valuation</p>	<ul style="list-style-type: none"> <li>- Contribute to project reports, annual reports, and other related accountability and learning documents in coordination with the Impact and Accountability team</li> <li>- Develop in coordination with the project teams externally facing reports;</li> <li>- Communicate and disseminate these reports to facilitate organisational learning (prepare presentation of results for staff meetings, project steering committee meetings, hold discussions on recommendations etc.)</li> <li>- Coordinate project evaluations as required, including selection and accompaniment of external consultants</li> </ul>
<p>Knowledge and Learning Sharing</p>	<ul style="list-style-type: none"> <li>- Support the project teams in collecting data from partners in relation to implemented activities</li> <li>- Capture trends and contribute to the mutual learning and sharing among partners</li> <li>- Support data collection (including constituent feedback mechanisms) in coordination with the project teams</li> </ul>
<p>Other</p>	<ul style="list-style-type: none"> <li>- The role holder will from time to time be required to carry out any other duties that are within the scope of the job.</li> <li>- All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS</li> </ul>
<p><b>Person Specification</b></p>	
<p>Education, Language &amp; Qualifications</p>	<ul style="list-style-type: none"> <li>- A Degree or Diploma in M&amp;E, International Development or equivalent</li> <li>- Excellent verbal and written communication skills in English</li> </ul>
<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> <li>• Minimum 5-7 years' professional experience in monitoring and evaluation (M&amp;E) concepts and approaches, at least 2-3 years in a relevant functional area/similar role</li> <li>• Proved experience in using result-based and participatory monitoring, evaluation and learning (MEL) approaches using evaluation methodologies such as Contribution Analysis or Outcome Harvesting</li> <li>• Excellent IT skills, including experience with MS Office, especially Excel, PowerBI and SmartSheets</li> <li>• Commitment to CIVICUS' vision, mission, values and ways of working</li> <li>• Familiar with civil society, development and human rights issues; understanding the challenges faced by marginalised citizens and organisations - especially those in the Global South - particularly around data availability, literacy, connectivity, quality etc.</li> </ul>

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	<ul style="list-style-type: none"><li>• Familiar with online M&amp;E tools and general technology savviness</li><li>• Strong analytical and methodological skills to support both qualitative and quantitative research</li><li>• Demonstrated track record of evaluation and report writing at various levels (donor reporting, project reporting, internal management reporting etc.)</li><li>• Excellent organisational skills and the ability to meet deadlines</li><li>• Excellent writing skills and ability to be concise and clear – providing actionable analysis and recommendations</li><li>• Ability to communicate and meaningfully engage with diverse stakeholders, including those not too familiar with M&amp;E</li><li>• High degree of self-awareness and the ability to work effectively with multiple teams, across various time zones, many of which are virtual</li><li>• Proactive and creative in identifying opportunities for innovative improvements in CIVICUS' current M&amp;E related systems and processes</li><li>• Fluency in English</li></ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>- Learning and M&amp;E knowledge, ideally in the non-profit sector</li><li>- Experience working with historically excluded communities such as rural groups, indigenous peoples, women, youth, and LGBTQI+</li></ul>