

**International Republican Institute**

**Job Description**

**Position Title – Monitoring and Evaluation Specialist**

**To Apply: Please send CV and cover letter to** [**TunisiaRecruitment@iri.org**](mailto:TunisiaRecruitment@iri.org) **by November 30, 2022.**

**Please include your name and the position title in the subject line of the email.**

**All applications must be submitted in English.**

**Job Summary**

Every employee of IRI is responsible for carrying out the Mission of IRI and demonstrating the Core Values in their day-to-day operations. The Core Values, which are IRI’s foundational building blocks include:

**Excellence**- We believe in quality results delivered by investing in people. **Freedom**- We believe in exploration and experimentation to be agile and responsive. **Respect-** We believe in trust, empathy, and empowering people. **Teamwork-** We believe in diversity, inclusion, and the power of global collaboration. **Transparency**- We believe in open communication and clear decision-making. **Accountability-** We believe in personal responsibility as the foundation of success.

The **Monitoring and Evaluation Specialist** provides hands-on support to IRI program teams to design results-driven projects, and develops and implements monitoring systems, internal evaluations, and project-level learning activities to encourage a culture of evaluative thinking and learning.

**Position Requirements**

* Undergraduate degree.
* Minimum of one year of professional experience in the international development sector, monitoring, evaluation and learning (MEL), or related field.
* Strong organizational skills, execution of tasks, and attention to detail required.
* Ability to manage diverse activities and to meet deadlines required.
* Ability to work independently and as a member of a team, coordinate and effectively meet program goals.
* Excellent verbal and written communication skills in Arabic, French and English.
* Proficiency with Microsoft Office Suite.
* Experience with USG-funded or EU projects strongly preferred.
* Experience working on democracy and governance projects strongly preferred.

**Primary Functions & Responsibilities**

* Coordinate and engage with Tunisia program staff in DC as it relates to MEL requests
* Liaise with members of the DC-based Office of Monitoring, Evaluation, and Learning, as needed or as requested
* Provide technical support for IRI’s monitoring, evaluation and learning efforts, primarily to field-based program staff throughout the project lifecycle, especially during project implementation and close-out
* Work with field and headquarters team to ensure that M&E data and initiatives accurately capture results toward project objectives
* Proactively advise and support IRI staff and partners on all M&E related matters, including proactively communicating M&E requirements, tasks, and expectations to staff
* Maintain a detailed understanding of and lead the IRI Tunisia office in executing all M&E requirements, tasks, and activities in Tunisia. This includes developing and maintaining a master M&E work plan for all active projects in Tunisia.
* Assist IRI staff to carry out all requirements and tasks in MEL plans and indicator matrices (PMPs, etc). This may include but is not limited to: planning for data collection, preparing and piloting data collection tools, collecting data, storing and maintaining data, cleaning and analyzing data and providing MEL capacity building/training support to colleagues as requested.
* Assist in reporting on activities, and associated output, outcome, and impact level results; this may include drafting sections of activity, weekly, quarterly or final reports and providing data analysis support to program staff drafting quarterly reports.
* Help ensure that IRI-Tunisia's data storage and data ethics meet IRI and funder standards.
* Liaise with headquarters staff to support Data Quality Assessments, those led by IRI and the funder
* Assist IRI-Tunisia n implementing their learning strategies, including collaboration, learning and adaptation initiatives, after action reviews and reflection sessions, to ensure that data is both reported and used to improve IRI’s program.
* Performs other duties as assigned.

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*At IRI, our committed staff is our most important resource. Since our founding in 1983, we have worked in more than 100 countries with staff, embodying our core values every day to ensure strong democracy, research, and governance projects are making an impact. IRI recognizes the importance of diversity and inclusive practices in the workplace, to ensure that all types of staff can actively participate in our worldwide operations. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, veteran status, or other status protected by applicable law.*