

Advisor, Monitoring, Evaluation & Learning (MEL)

PURPOSE OF THE POSITION

As the Advisor, MEL, you develop and provide access to information, guidelines, and resources that enable organisational learning and for programs to be effectively designed, implemented, monitored, evaluated, and reported on to various audiences. Achieving this involves putting in place systems, processes, and tools that facilitate efficiency, effectiveness, and accountability in ChildFund Australia's program work. You will work closely with the Program Teams at Sydney, Mekong, and Pacific offices, and, as needed, directly engage with local partners.

KEY DUTIES

- Lead the implementation, ongoing updates, and socialisation of our MEL Framework, including our Project Cycle Management system
- Provide ongoing MEL capacity strengthening in the Mekong countries through face-to-face and remote training, mentoring on MEL-related issues for MEL teams and local partners
- Provide technical advice to the Program teams in the Mekong countries throughout the project cycle, especially project evaluations and program reviews
- Support evidence-based organisational learning
- Support timely program data processing for advocacy and various reports incl. to external stakeholders
- Support ongoing updates and maintenance of the online Program database system (Hive) in close collaboration with the Salesforce administration team
- In charge of overall data management and routine data updates to ensure Program Hive is generating reliable data by working closely with the MEL and Program teams in Mekong and Pacific Offices.
- In charge of developing accessible and efficient online and offline monitoring and evaluation tools across program sectors, working closely with the Sydney-based Sector Advisors and MEL teams in Country Offices
- Coordinate MEL team's annual plan and budget including the regular activities of ChildFund Australia MEL Community of Practice
- Strengthen local partnerships and/or relationships, e.g., through capacity sharing to support localisation
- Promote and integrate gender equality, disability, and social inclusion into day-to-day work.

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in a relevant discipline, e.g. International Development, Social Science, Social Research
- At least five years' experience in Monitoring and Evaluation incl. administering and developing relevant tools and processes, with a focus on designing and implementing evaluations, analysing quantitative and qualitative data, and experience using online databases and online M and E tools.
- At least five years' experience in Project Management in developing countries
- Extensive experience in capacity strengthening, working in cross-cultural contexts, and working with Civil Societies and government entities
- Proficient in English

Desirable

- Familiarity with child-focused programming.
- Demonstrated commitment to the principle of locally-driven community development

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse, or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

SKILLS

- Change champion, with a solution mindset able to challenge the status quo
- Open to share knowledge and work in a strong team-oriented environment with people from different backgrounds
- Excellent communicator, able to analyse and interpret data and to communicate complex concepts in a pragmatic manner
- Strong stakeholder manager, supporting others in achieving their & the organisation's goals

CHILD FUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: International Programs Department

Location: ChildFund Australia, L8, 162 Goulburn St, Surry Hills NSW 2010

Employment: Full-time

Reports to: Global Programs Director – Mekong & Grants

Other Information: Must have working rights in Australia or in Laos, Vietnam, or Cambodia.

Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance. If the position allows, employees can choose to work up to 2 days from home per week.

Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate, and empower children and young people.