

Një projekt i Agjencisë Zvicerane për
Zhvillim dhe Bashkëpunim SDC



Schweizerische Eidgenossenschaft
Confédération suisse
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Zbatuar nga:



Save the Children



Vacancy Announcement

Save the Children Albania has been working in Albania since 1999 developing a program focusing on improvement to children's education, protection of vulnerable children, and promoting children's rights; especially on discrimination, disabled children and children from ethnic

minorities.

Save the Children is committed to supporting Albania's path towards European integration whilst ensuring the full realization of all children's rights. To achieve these tasks, Save the Children in Albania is working with non-governmental organizations and in close cooperation with governmental structures.

For more information on our current programs, please see our website

<http://albania.savethechildren.net/>

Save the Children has a national program strategy in Albania, which covers the period of 2022-2024. Our work promotes the rights of children and adolescents to education, protection and survival to a life that protects them from all forms of exploitation and violence. Our approach empowers and supports children to meaningfully increase their participation in school and community life and influence decisions through child rights lenses.

Save the Children Albania is recruiting for motivated and experienced staff for the full-time maternity coverage (9 months) for the position of **Monitoring/Evaluation and Communication/Advocacy officer – Albania National Office**

In order to be successful, you will bring/have:

- Relevant higher education in relevant field. Master's degree in relevant field will be an added value.
- 3 years of experience in working in similar projects in the area of Monitoring Evaluation/Advocacy.
- Ability to analyse and disseminate complex information with and to a range of stakeholder audiences.
- Relevant experience can include strategic planning and performance measurement, indicator selection, quantitative and qualitative data collection and statistical analysis methodologies, database management.
- Commitment to and understanding of Health promotion project and Save the Children's aims, values and principles including rights-based approaches.
- Knowledge of global human rights issues, specifically relating to children and women, and the current Save the Children position and approaches.

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- Ability and willingness to dramatically change work practices and hours, and work with incoming teams, in emergencies.

- Fluency in English and Albanian language.

Interested candidates should apply online by submitting the following within the application dateline:

- 1- Cover letter clearly explaining your motivation for applying for the position and how you meet the position criteria;
- 2- Detailed CV;
- 3- Minimum 3 (three) reference letters;
- 4- Copy of diplomas;
- 5- Copy of ID card.

Link of application:

https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=220002ZD&lang=en&sns_id=mailto#.YIgd-OI6OSQ.mailto

Application deadline: **27 April 2022**

JOB TITLE: M&E and communication & advocacy officer – Albania National Office	
PROGRAMME: Health promotion and non-communicable disease prevention in schools	LOCATION: Tirana with travel thorough the country
GRADE: 3	POST TYPE: National
Child Safeguarding: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children and/or young people.	
ROLE PURPOSE: As a member of the Project Core Team, the Monitoring and evaluation (M&E) expert shares the overall responsibility to deliver effective and efficient outcomes for all children in Albania. As a member of the Team, the position is responsible for qualitative project implementation, impact monitoring and effective budget expenditures in line with the strategic directions of Save the Children in Albania.	
SCOPE OF ROLE: Reports to: the Team Leader (Project Manager) Country Dimensions: Save the Children works across Albania with a current staff complement of approximately 35 staff and current expenditure of approximately \$3.5 million each year. Staff directly reporting to this post: None	



KEY AREAS OF ACCOUNTABILITY:

Scope of the Assignment:

- To administer the project's M&E system vis-à-vis the logical framework and project's outcomes, including also permanent data collection.
- Identify M&E objectives, priorities, and activities required for effective project implementation.
- Work collaboratively and ensure effective monitoring of program quality, using a variety of monitoring & assessment tools to collect reliable data in compliance with MEAL requirements and safe programming.
- Support Project Staff in the implementation of MEAL Plans & tools for all projects and the effective use of such tools for planning, monitoring and reporting including tracking of log frame indicators.
- To assist the implementation of project's activities as requested by the project manager.
- To provide project areas (schools covered by the project) with an effective and feasible management tool.
- To exert the role of gender focal point and coordinate all gender-related transversal activities of the project "Shkollat për Shëndetin".
- To contribute to the visibility of the project's achievements and results in Albania and beyond namely through the maintenance of a project website, social media activities and regular contributions to SDC health network newsletter.
- To ensure adequate media coverage of the project.
- To develop an effective communication and advocacy plan.
- To coordinate awareness raising campaigns and other relevant communication campaigns.
- To coordinate workshops, conferences and other meetings related to the project.

Reporting:

- Work closely with program staff and ensure timely development of internal and external reports and related deliverables; verify accuracy, timeliness and appropriateness of information.
- Ensure compliance with recommended guidelines, formats and standards of SCI.
- Assist Project Manager to consolidate annual program reports and organize appropriate learning to disseminate key achievements and lessons learnt.
- Engage in all MEAL tasks including monitoring reports and implementation of assessments, evaluation and impact studies through close cooperation with PDQ team members.

Internal and external communication, relationship and networking:

- Ensure the Project Manager is updated regularly and is fully informed of key issues and events as they arise.
- Share information and ensure effective communication to remain transparent with all staff and stakeholders.
- Cooperate with the team members and other relevant SC staff to ensure that lessons learnt from implementation are incorporated into new development actions.
- Ensure consultations with other stakeholders, partners and community members in cooperation with other team members during all key stages of the project cycle.
- Represent the current project at forums, meetings or workshops when requested by the Team Leader.
- Participate in regional and/or local networking meetings and workshops when requested.

General Responsibilities:

- Ensure that SC Child Safeguarding Policies are followed through in practice during the overall implementation of programme activities.
- Represent the current project (or SC) when required by the Team Leader (or the SC Director).



- Work with the Health Expert and the Team Leader to ensure proper M&E plans and tools are in place, and are effectively implemented for all project activities.
- Support the project compliance with all SC Operating Standards and Operating Procedures.
- Cooperate and coordinate closely with the Health Expert of the current project and other relevant staff from SC national office.

Emergency Preparedness and Response:

- Where required, participate as member of Emergency Response team, proactively providing support and flexible working to ensure effective response to affected children and communities.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for himself, takes responsibility for his own personal development and encourages others to do the same
- Widely shares his personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically

Collaboration:

- Builds and maintains effective relationships with the project team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

- Relevant higher education in relevant field. Master's degree in relevant field will be an added value.
- 3 years of experience in working in similar projects in the area of Monitoring Evaluation/Advocacy.
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Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.