



**Vacancy Announcement**

We have been working in Albania since 1999, earning a reputation for delivering quality programs for children and establishing strong and influential relationships with government and civil society networks. Save the Children programs cover Basic Education and Early Childhood Care and Development, Child Protection, Child Rights Governance, Health and Nutrition and Humanitarian, implemented in 10 districts of Albania, both urban and rural areas. In recent years, Albania has created many new laws and policies, and Save the Children is well placed to provide practical tools and real field experience to support the government in implementing these to achieve results at scale.

Save the Children has a Country Program Strategy covering the period 2019-2021. Our overall strategic goal is to ensure that all children survive, learn and can be protected. We will focus on reaching the most deprived and marginalised children, who are too often excluded due to poverty, geography, gender, ethnicity or disability. Significant results for children have been achieved in our priority thematic areas and we are working to achieve lasting changes for children of Albania in the longer term.

Save the Children is recruiting for motivated and experienced staff for the local position of **MONITORING EVALUATION ACCOUNTABILITY AND LEARNING Officer**

<b>TITLE: MONITORING EVALUATION ACCOUNTABILITY AND LEARNING Officer</b>	
<b>TEAM/PROGRAMME:</b> Albania National Office Program Development & Quality Team	<b>LOCATION:</b> Tirana with field travel
<b>GRADE:</b>	<b>CONTRACT LENGTH:</b>
<b>CHILD SAFEGUARDING:</b>	
<b>ROLE PURPOSE:</b>	
As a member of the Program Development and Quality Team, the Meal Officer shares in the overall responsibility for the delivery of programs for children by developing and improving monitoring and evaluation of Albania National office programs.	
The MEAL Officer will work closely with the MEAL Specialist, project staff and partners; assist the MEAL and project team with activities, including data collection, database management and analysis, implementing post-distribution monitoring (PDM); support all efforts for promoting a high level of beneficiary accountability, and will manage the feedback mechanism; generally support the MEAL team and project team to ensure learning and accountability systems are working effectively in the implementation; and advice PDQA Director and program heads concerning relevant issues associated with the progress of the	



programs in order to facilitate any necessary changes in programming to meet targets and results for children.

**SCOPE OF ROLE:**

**Reports to:** PDQA Director

**Staff reporting to this post:** n/a

**Budget Responsibilities:** n/a

**Role Dimensions:** The Monitoring Evaluation Accountability and Learning Officer is a demanding role that involves designing, implementing, and using systems to collect, analyse, and communicate data about the performance and impact of projects. It requires a range of skills, such as logic modelling, indicator development, data collection and analysis, evaluation design and methods, feedback and response mechanisms, and learning and adaptation. It also entails working with various stakeholders, such as beneficiaries, donors, partners, and the organization itself, to ensure accountability and learning.

**KEY AREAS OF ACCOUNTABILITY:**

**A. Monitoring and Evaluation:**

- Support the Director of PDQA to ensure the implementation of the Essential Standards & Standard Operating Procedures of Save the Children International (SCI) and ensure the understanding and implementation of SCI's MEAL priorities
- Work with the Director of PDQA and Program Implementation team to ensure the development of innovative and effective research, monitoring and evaluation tools and mechanisms including MEAL Plans.
- 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 Implementation Officers 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.
- Undertake regular field missions, with Project Implementation Officers and/or independently, to ensure compliance and timely execution of the MEAL plans. Ensure submission of timely field trip reports
- Support the drafting of ToRs and methodology for evaluations/research/baseline studies.
- In humanitarian response situations, provide support for one or more rapid assessments (inter-agency or independently if necessary) to be carried out within the first 48-72 hours.
- Ensures the systematic and appropriate design and use of accountability mechanisms to support decision-making.
- Applies understanding of when innovation has the potential to increase impact.



**B. 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 Director of PDQA 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.

**C. Knowledge Management and Evidence Building:**

- Analyse MEAL findings and provide recommendations to senior management for improving programs and systems Review literature and innovations/good practice in order to improve approaches and strategies.
- Identify research gaps and initiate research to inform programming.
- Promote a knowledge-based culture to help strategically improve results and support of wider learning.
- Facilitate program units' application of best practices and advocate Save the Children's successful experiences in project quality design as well as areas of expertise through global knowledge networks.
- Ensure that lessons learned add value to future projects and partnerships.
- Ensure that research and evidence building activities are comprehensive and cover overall advocacy and reporting needs of the programme.
- Facilitate integration and use of Programme knowledge among Program units and coordinate program review meetings.
- Support advocacy and social mobilization efforts in conjunction with other staff.

**D. General Responsibilities:**

- Ensure that SC Child Safeguarding Policies are followed through in practice during the overall implementation of programme activities.
- Support the National Office compliance with all Save the Children Operating Standards and Operating Procedures.
- Cooperate and coordinate closely with other NO staff in related programs.
- Contributes to closing inequality gaps, advancing gender equality and all forms of inclusion.

**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.

**Ambition:**

- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same

- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

**Collaboration:**

- Approachable, good listener, easy to talk to; builds and maintains effective relationships.
- with colleagues, Members and external partners and supporters.
- Values diversity and different people's perspectives, able to work cross-culturally.

**Creativity:**

- Develops and encourages new and innovative solutions.
- Cuts away bureaucracy and encourages an entrepreneurial approach.

**Integrity:**

- Honest, encourages openness and transparency, builds trust and confidence.
- Displays consistent excellent judgement.

**Technical Competencies:****Childs Rights Governance**

- Works to protect and promote children's rights as defined by the UN Convention on the Rights of Children
- Applies the principles of Child Rights Programming in own practice
- Displays a commitment to the safe, meaningful and ethical participation of all children

**Innovation**

- Applies a purposeful approach to data collection and use
- Consistently uses a range of sources of relevant data and evidence to inform work
- Applies understanding of when innovation has the potential to increase impact

**Advocacy**

- Works in ways that support policy development, implementation and accountability
- Demonstrates an understanding of how to include the voice of children in programme and advocacy work

**QUALIFICATIONS**

- Recommended minimum of 3-year practical experience in the establishment, successful implementation and management of M&E systems in international development contexts.
- University degree in development or other social sciences desirable.

## EXPERIENCE AND SKILLS

### Essential

- 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.
- Experience and ability to prepare M&E plans and reports.
- Previous relevant experience, such as data collection and analysis, customer service, reporting.
- Fluency in written and spoken English
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches.
- Excellent planning, coordination and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- A very good understanding of the program priorities of the National Office.
- An in-depth understanding of national and international development issues in particular in relation to children.
- Excellent interpersonal, communication and presentation skills.

### Desirable

- IT literate
- Prior experience with emergency programming desirable.
- Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies and willing to travel to project areas.

### Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may

be required to carry out additional duties within reasonableness of their level of skills and

experience.
<b>Equal Opportunities</b>  The post holder is required to carry out the duties in accordance with the SC Albania Equal Opportunities and Diversity policies and procedures
<b>Child Safeguarding:</b>  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
<b>Health and Safety</b>  The post holder is required to carry out the duties in accordance with SC Albania Health and Safety policies and procedures

**Personal specification:** A detailed job description and person specification is attached. Interested candidates who meet the criteria set out in the detailed job description, should submit the following by 12 April 2024:

- 1- Cover letter clearly explaining your motivation for applying for the position and how you meet the position criteria.
- 2- Detailed CV
- 3- Names of 3 reference contacts

Application should be done online in the recruitment system Oracle, in the link below:  
[https://hcri.fa.em2.oraclecloud.com:443/hcmUI/CandidateExperience/en/job/6812/share/300001609540606?utm\\_medium=jobshare](https://hcri.fa.em2.oraclecloud.com:443/hcmUI/CandidateExperience/en/job/6812/share/300001609540606?utm_medium=jobshare)

For any concern kindly contact by E-mail: [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)