MREL Manager

The Monitoring, Research, Evaluation and Learning Manager (MREL Manager) will support MREL activities for the UK Government-funded Western Balkans Rule of Law Initiative (WBROLI). The WBROLI MREL Manager will report to the Team Leader and will support in overseeing monitoring and evaluation of the programme and its activities. This position can be based in Bosnia & Herzegovina, Kosovo, Montenegro, or North Macedonia, and will be a part-time job share with WBROLI's current MREL Manager who is based in Kosovo. Both MREL roles have a shared responsibility across all of WBROLI's programme countries.

WBROLI's primary objective is to reduce the threat and impact of SOC, including illicit financial flows and corruption, in the Western Balkans and impacting the UK. Programming includes technical assistance as well as support through a grants facility. WBROLI also explores the scope for regional convening and sharing of lessons learned.

The MREL Manager (part-time) will provide services designed to meet the project objectives, including the integration, coordination, and successful implementation of activities and office management and administration in accordance to the MEL scope of services.

Principal duties and responsibilities

- Oversee the implementation of the monitoring and evaluation plan, including data collection, storage, analysis and use
- Maintain, and if necessary, develop new tools and guidance to implement the monitoring and evaluation plan and learning goals
- Liaise with partners to ensure effective implementation of the monitoring and evaluation plan and coordination of key activities
- Maintain and update the plan to train staff and partners on the MEL approach, operations, collection methods, and tools to ensure a high level of data quality (on an as needed basis)
- Perform data analyses, generate reports of findings, and create graphics to contribute to reporting requirements and project communications products
- Contribute to quarterly reporting processes
- Input data into the information management system (Aktek iO) and use it to generate data visuals
- Plan for and supervise intermittent performance evaluations, collect and disseminate lessons learned, and share successes during project implementation
- Support the development and use of useful theories of change and theories of action for the project and interventions
- Carry out periodic review and revision of the monitoring and evaluation plan, theory of change and capacity building plan for partners, as appropriate
- Develop and oversee the implementation of targeted research activities on rule of law programming throughout the region to inform the development of SOC programming in the Western Balkans, as required
- Prepare reports, case studies and other synthesis documents drawing monitoring, evaluation and research data as needed
- Facilitate or support the facilitation of reflection sessions with team leadership and/or partners to review drawing on findings from monitoring and evaluation data

- Work closely with the Team Leader and other MREL Manager to ensure a consistent approach across all activities and countries
- Engage in MREL-related business development opportunities

Qualifications:

- An advanced degree in social sciences or a related field, or equivalent work experience
- Significant experience in designing MREL programmes
- Familiarity with Home Office and/or UK government reporting and data quality requirements preferred
- Fluency in English (speaking, writing, and reading) and in one of the languages in the countries of operation
- Experience working in a number of the Western Balkan countries identified
- Necessary computer, database, statistical software, and analytical skills, particularly in issues related to monitoring and evaluation
- Comfort with qualitative and complexity-sensitive MEL methods
- Strong facilitation and writing skills
- Excellent organizational skills, accuracy, and attention to detail
- Ability to prioritize and multi-task in a fast-paced environment
- Self-motivated and able to meet tight deadlines
- Strong interpersonal and communication skills
- Comfortable with team-oriented approach to work, preferably in a multi-cultural setting
- Direct experience in a comparable programme setting, including compiling research and indicator data from multiple sources in multiple languages preferred

Please send an email with your CV and cover letter attached and "WBROLI Part-time MREL Manager" in the subject line to WBROLIrecruit@chemonics.com. No telephone inquiries please. Chemonics will contact finalists.

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