

OXFAM Vacancy: Monitoring, Evaluation & Learning (MEL) Officer, based in Makassar

OXFAM who are we?

OXFAM INTERNATIONAL VISION:

Oxfam's vision is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally.

Oxfam in Indonesia

By 2015, an integrated Oxfam programme, with a strong voice based on its collaboration with an extensive network of partners, will have made lasting changes in the lives of 20 million poor and vulnerable people by influencing changes in policy and practice amongst the most influential decision makers in the country.

Oxfam Indonesia has the vision that people in Indonesia will live equitably and free from injustice of poverty, enjoy their rights, and are resilient in times of disasters. By 2020, 2.5 million women and men in Indonesia are empowered to overcome poverty, vulnerability and inequality.

Be part of a dynamic working environment and a team player with a real commitment to gender equality and International aid and development background. This post will be based in **Makassar** with fixed term contract 12 months with possible extension.

*** Monitoring, Evaluation & Learning Officer (code: MEL Officer)**

JOB PURPOSE:

To monitor and evaluate Oxfam's project development and implementation in geographical area in Eastern Indonesia (focussing in Sulawesi and NTT) in line with the Oxfam Indonesia Country Strategy 2015 – 2020 in collaboration with the Country Team. The job holder will be responsible for on-going development, coordination and implementation of the PRISMA and Empower Youth for Work (EYW) MEL framework. She/he will work closely with Eastern Indonesia Coordinator, PM for PRISMA project, MEL Coordinator and Project Officer, to ensure that impacts, achievements, and learning are well and effectively captured and documented and taken into consideration for further programming.

He/she will contribute to the strengthening the accountability of PRISMA and EYW team towards donors, partners and beneficiaries. This position will be responsible to build capacity partners and Oxfam staffs to implement and to operate the MEL framework of PRISMA and EYW project. She/he will directly report to Implementation and Influencing Manager EYW project

KEY RESPONSIBILITIES:

1. Support OXFAM-PRISMA Project Manager and IIM EYW Project to manage and monitor progress of activity, measuring project achievement, and improve project design, strategy

- and accountability through high quality and well managed evidences, as well as ensuring all project target is achieved and demonstrate to donor, Oxfam and other stakeholders
2. Support project managers to ensure high quality reporting and submit it on time to Oxfam system and also to donor
 3. Support OXFAM-PRISMA Project Manager to assist PSP and ISP develop buying-selling monitoring mechanism to ensure each actor especially farmers received proper benefit
 4. Develop and update Guidelines and other resources that can assist staff and Partners in carrying out their MEL responsibilities
 5. Ensuring evaluation/assessment reports or related MEL Activities are attached in Management Information System (MIS)/OPAL as Milestones
 6. Assist in the identification of partner capacity building needs in relation to MEL and providing on job mentoring and coaching;
 7. Together with MEL from PRISMA and NOVIB develop and update the project MEL framework
 8. Supporting EIC, IIM and partners to develop high quality of project report that will meet with donor requirements and expectation
 9. Develop and conduct regular MEL training, mentoring and technical advice to improve capacity and motivate partners and Oxfam staff;
 10. Support EI and OXFAM-PRISMA Project Manager for participate in baseline, impact assessment, quarterly meeting, sub sector review meeting with PRISMA team
 11. Support EI and OXFAM-PRISMA Project Manager to participate in regular meeting with MRM PRISMA for update ISD project document
 12. Develop realistic work plans in cooperation and collaboration with the project staff and partners,
 13. Support IIM and EIC to coordinate cross-learning between different field locations in EYW project and ensure that project teams are working to institutionalize harmonized best practice and produce documentation of evidence
 14. Organising and/or implementing activities to promote learning among partner organizations including promotion of learning events and sharing information and resources from external sources
 15. Ensure EYW project partner's work plans and budgets will be implemented based on agreed project planning and meet the quality required by the project
 16. Provide strategic advice for improving program performance and impacts and influencing other key stakeholders, using data and feedback from the field;
 17. Contribute to Oxfam's national, regional and global work influencing the private sector to be more gender sensitive and youth inclusive
 18. Together with all project team ensure the achievement of agreed outcomes and targets through close and detail monitoring to the progress and quality of the project, identifying problems, opportunities and exceptions, and will think of solutions

SKILLS AND COMPETENCIES:

- Degree in a relevant field required
- Demonstrate 3 years experience in designing and implementing monitoring, evaluation and learning frameworks and systems
- Proven knowledge of monitoring, evaluation, accountability and learning (MEAL) principles and practice
- Proven people management skills, with experience in managing multi-disciplinary teams, supporting and coaching individuals

- Proven analytical, strategic planning, project design, project cycle and financial management skills
- Well knowledge and passion on youth and village community as
- Demonstrated understand of gender perspective and experience with gender, sexual and reproductive health issues campaign
- Well understanding on climate change adaptation and mitigation in agriculture and coastal areas.
- Excellent research, writing and analytical skills with results-oriented approach;
- Experience with financial management and administration
- Demonstrated ability to work under pressure, prioritize, meet deadlines, and hold self and others to account
- Willingness to travel regularly within the country and globally
- Fluency in Bahasa Indonesia and English, both verbal and written; an understanding and fluency in local language would be an advantage.
- Proven Experience of working with partners and establishing partnerships with national/local actors including private sector and financial institutions.
- Able to work with minimum supervision and provide solutions to problems as they arise.
- Computer literacy particularly MS Office and e-mail usage
- Commitment to Oxfam's overall aims including women's rights and gender equality in demanding situations.
- Good communication skills - verbal and written – English and Indonesian.
- Good knowledge or experience in managing sub grants, donor rules & regulation

HOW TO APPLY

If you believe you are the candidate we are looking for, kindly send your complete application to **jakarta@oxfam.org.uk** and mention the code of the position title (MEL Officer) on the subject of the email.

The closing date: December 25th, 2017

Only short listed candidates will be contacted

We encourage women and people with disability to apply