



Monitoring & Evaluation Officer

Job title: Monitoring & Evaluation Officer

Location: Ottawa, Canada

Reporting to: Director of Facilitation and Mediation Support

Salary range: \$50,000-\$55,000

Contract duration: One year renewable

Closing date: 27 May 2020

Job purpose:

The Monitoring & Evaluation Officer will be responsible for carrying out M&E activities for each project in the Ottawa Dialogue portfolio, using a conflict-sensitive approach and applying best practices in the field. The Monitoring & Evaluation Officer will also be responsible for supporting strategic and innovative thinking on monitoring and evaluation at the organisational level. More specifically, he or she will oversee the continued review and refinement of Ottawa Dialogue's M&E framework and tools, promote and test innovative methodologies and ensure that M&E is embedded in organisational practices. Accordingly, the M&E Officer will contribute to improving accountability to internal and external stakeholders, as well as driving evidence-based project management and building a culture of learning and innovation within the organisation.

Responsibilities:

Support strategic and innovative thinking on monitoring and evaluation at the organisational level

- Oversee the continued review and improvement of Ottawa Dialogue's M&E framework and tools, to ensure projects are being monitored and evaluated effectively, efficiently and in line with their intended goals and outcomes.
- Develop and test innovative methodologies for monitoring and evaluating dialogue-based initiatives.
- Contribute to the writing of project proposals and concept notes to ensure that issues about monitoring and evaluation are taken into account.
- Be directly engaged in the continuing development of the organization, through the sharing of knowledge, lessons learned and best practices.

Conduct monitoring and evaluation activities at the project level

- Collect monitoring and evaluation data for each project through structured observations in the field, interviews and document review.
- Implement a system for recording, managing and preserving monitoring and evaluation data.

- Analyze data and share findings with key internal and external stakeholders.
- Provide technical guidance and assistance to the project team in the use of M&E tools and methodologies, including baseline assessments and participatory outcome harvesting sessions.
- Contribute to and review project reports to funders to ensure coherence with M&E standards and to ensure that outputs and impacts are communicated effectively.

Experience:

- Experience conducting M&E activities at the project level
- Experience in writing reports for donors and contributing to the development of project proposals and concept notes
- Experience with databases, handling diverse sources of information and maintaining accessible filing systems
- M&E experience in the field of peacebuilding, conflict prevention or international development is considered an asset

Knowledge and Skills:

- Masters in a relevant field preferred; Bachelor's with relevant experience will be considered
- Demonstrated use of a variety of M&E approaches, particularly Theory of Change, RPP Change Matrix, Outcome Mapping and/or Logical Framework
- Proven knowledge and understanding of project cycle management, information management and reporting
- Demonstrated cross-cultural competence
- Fluency in English; French is an asset

Other

- Ability to handle highly sensitive information with discretion and professionalism
- Currently legally entitled to work in Canada
- Willingness and ability to undertake regular international travel and interact with different stakeholders once conditions permit

About us:

Established in 2009, Ottawa Dialogue is a university-based organization that brings together research and action in the field of dialogue and mediation. Guided by the needs of the parties in conflict, Ottawa Dialogue develops and carries out quiet and long-term, dialogue-driven initiatives around the world. We create forums where parties can explore difficult issues in an analytical, problem-solving way to develop new paths forward. We then work with our partners to transfer these ideas to places where they can make a difference. As a complement to its field work, Ottawa Dialogue pursues a rich research agenda focused on conflict analysis, third party dialogue-based interventions, and best practices relating to “Track Two Diplomacy”. The interplay between our research and insights from the field help us refine our approach to facilitation and dialogue, challenge assumptions, and generate innovative ideas.

Please send your CV and cover letter to ottawadialogue@uottawa.ca. While we appreciate your interest in this position, only those selected for an interview will be contacted.