



Implemented by



**Job code:** M&EO/WB6

**Position:** Monitor and Evaluation Officer

**Work base:** RYCO Head Office, Tirana, Albania

**Expected beginning of the contract:** December 2022

**Project duration:** Three (3) years

**Duration of the contract:** 12 months, with the possibility of extension as per the project duration

**Status in RYCO:** Project Staff

### **Background:**

RYCO has entered a multi-donor partnership jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The project contributes to the overall objective of increasing skills and knowledge of young people in the Western Balkans by enhancing education systems and promoting cooperation in the region through the specific objective of strengthening capacities of RYCO and establishing a regional school exchange scheme. For more detailed information, please click [here](#).

### **Job Description:**

The Monitoring and Evaluation (M&E) Officer will work under the supervision of the Director of Programs and will be responsible for designing, supporting and strengthening RYCO monitoring and evaluation systems and practices, as well as generate evidence-based feedback for RYCO program design and project planning. In his/her work, the Monitoring and Evaluation Officer will communicate and coordinate regularly with the Director of Programs, Project Manager, Program Manager, RYCO Head of Local Branch Offices and all other departments and units in the RYCO Secretariat. The Monitoring and Evaluation Officer ensures regular feedback collection from LBO Project Officers based in the six RYCO Local Branch Offices and other project staff. On this basis, he/she is responsible for suggesting adaptations to project design and implementation. The M&E Officer, in collaboration with the Program Manager and DP, ensures that learning is shared across the organization and informs RYCO's activities and program development. All duties performed by Monitoring and Evaluation Officer will be in line with RYCO rules and procedures, as well as donor requirements.

### **Main responsibilities:**

- roll-out an M&E methodology that allows RYCO to measure results of activities and their impact in view of S2S project and RYCO's organizational goals; in particular, roll-out of M&E tools for RYCO's beneficiaries are expected to be used to report on their results and impact;
- Accompanies and coordinates the implementation of the M&E methodology after its development and testing;
- Ensures that M&E is strongly factored into S2S project and all future RYCO project proposals;
- Builds the capacities of RYCO staff to apply M&E developed tools, and mentors staff on application of these tools;
- Reviews and revises the M&E tools and methodology after the piloting phase, collects inputs and recommends future interventions;

- Ensures that M&E tools are tailored to the reporting requirements of the funding partners and facilitates the use of M&E data in reporting;
- Reviews reports to funding partners in order to ensure high quality;
- Takes part in development of the future RYCO Research, Learning and Evaluation Unit (REL) supported by S2S Project.
- Supports project/program staff on capturing information, organizes and shares it across RYCO;
- Ensures effective mainstreaming of gender and diversity through means of M&E.
- Performs other duties related to RYCO and project scope of work, as required.

**Requirements:**

- Nationality of one of the WB 6 Contracting Parties;
- Bachelor degree with minimum three (3) years of higher education in human, social, or political sciences or related field;
- At least three (3) years of experience in Monitoring and Evaluation (including development and roll-out of M&E methodologies) with international/regional/local governmental or non-governmental organizations;
- Additional education/training on M&E topics is an asset;
- Experience in designing tools for data collection and analysis, as well as establishment of quality Monitoring and Evaluation system for organizations and projects;
- Previous experience in youth, school system, intercultural and reconciliation related projects will be an asset;
- Good understanding of the Western Balkan Six context (social, economic and political environment);
- Experience and ability to work in intercultural environments;
- Good level of conceptual, strategic thinking;
- Good organizational, research, negotiation and analytical capabilities;
- Ability to identify, obtain and analyze information from a variety of sources;
- Results-oriented;
- Good analytical and computer skills;
- Proficiency in English;
- Knowledge of one official WB6 language is a must, while knowledge of other additional languages in the WB6 is an asset;

Interested and qualified candidates need to enclose following documents to the application:

- [Application Form](#) (Please indicate in your Application Form the position you are applying for);
- CV ([Europass](#) CV format);
- Scanned copy of higher education degree;
- Scanned passport copy;
- Two written recommendation letter.

The Application Form, the recommendation letter and the Europass CV must be in English.

Additional documents may be required for shortlisted candidates.

**Applications can be submitted by e-mail only.**

Should you be interested to apply for this position and you fulfill all the criteria, please send your application containing all necessary documents by email to [recruitment@rycowb.org](mailto:recruitment@rycowb.org) no later than 11<sup>th</sup> of **November 2022**.

The recruitment process consists of a written assignment and one interview. Only the shortlisted candidates will be invited to take the written assignment and afterward invited for an interview.