Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Monitoring Analyst

Department/Division: International Growth Centre (IGC)
Accountable to: Head of Monitoring, Evaluation and Learning

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level (or equivalent), with preference for degrees in International Development, Social Sciences, Economics or related disciplines	E
	Interest in Monitoring, Evaluation and Learning and understanding of its relevance in international development	E
	At least 1-2 years' experience working within a MEL role, or with MEL as a component of a broader role, with demonstrable knowledge of MEL principles, tools, practices and methodologies	E
	Experience collecting, collating, structuring and analysing data from a wide range of sources	E
	Experience writing professional reports, especially in presenting analysis and synthesising large volumes of data and information	E
	Sound knowledge of and experience working with Microsoft Office, including the ability to produce simple data analysis using Excel and to prepare PowerPoint presentations	E
	Experience developing new tools and processes for monitoring and evaluation purposes	D
	Experience working with complex datasets on data analysis software (experience working with Stata, R, SPSS is desirable)	D
	Experience managing and updating complex data on CRM systems (experience on Salesforce is desirable)	D
Communication	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Fluency in written and spoken English	E
	Experience working closely with geographically dispersed teams as part of a global organisation	D

Planning and Organising	Experience managing complex and varied workloads, working to strict timelines and with efficiency and accuracy, often under pressure	E
	Evidence of close attention to detail while producing timely work within deadlines	E
	Demonstrated ability to prioritise work given by a number of colleagues and competing deadlines	D
Analysis and Research	Proven ability to gather, structure and analyse complex data, producing reports tailored to different audiences	E
	Proven ability to identify gaps in data	E
	Experience making decisions on how to improve and/or collect new data	D
Liaison and Networking	Ability to establish good working relationships with colleagues working abroad	E
	Ability to identify lessons learnt and disseminate across relevant actors	D
	Experience collecting and collaborating data from geographically dispersed teams	D
Teamwork and Motivation	Ability to work as part of a team as well as independently	E
	Ability to take initiative and to propose new tasks to support the IGC's MEL strategy	D

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.