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: Senior Monitoring, Evaluation and Learning (MEL) Officer	

Department/Division: International Growth Centre (IGC) **Accountable to:** Director of Impact & Learning; MEL Manager	

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
	Strong knowledge of MEL principles, tools, practices and methodologies, and ability to develop new tools and processes for monitoring and evaluation purposes	E
	Experience developing MEL Frameworks, including MEL methodologies, results frameworks (logframes) and identifying appropriate indicators and metrics for performance monitoring	E
	Experience writing professional reports, especially in presenting analysis and synthesising large volumes of data and information	E
	Interest in Monitoring, Evaluation and Learning; understanding of the relevance of MEL in international development	
	Experience collecting, collating, structuring and analysing data from a wide range of sources	E
	Experience presenting data and analysis effectively for a wide range of audiences, with accuracy and attention to detail	E
	Significant and successful experience of cross-team working, with proven ability to build and maintain professional working relationships with a range of internal and external stakeholders	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 working within a MEL role, or with MEL as a component of a broader role, preferably for a global organisation delivering large-scale programmes operating in different contexts	D
	Experience working with complex data and knowledge management systems	D

	Strong interest and knowledge of economic research, public policy and international development issues	D
	Knowledge of and experience working with quantitative analysis platforms such as SPSS and STATA	D
Communication	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to adapt communication style when communicating with different groups, including technical and non-technical audiences	E
	Fluency in written and spoken English	E
	Ability to present concise information to senior management teams to support senior-level decision making	E
	Experience working closely with geographically dispersed teams as part of a global organisation	D
	Successful experience of generating written content for public consumption (such as website content, blogs etc.)	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 the ability to work independently and proactively, with minimum supervision in challenging environments	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	E
	Ability to organise, supervise and manage the work of support staff and make decisions about priorities	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 and experience making decisions on how to improve and/or collect new data	E
	Strong investigative and analytical skills (ideally in understanding programming and impact in an international development context)	E
	Excellent knowledge of issues pertinent to development economics, including methodological approaches in research	D
	Experience gathering and managing large datasets and reviewing data quality	D
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	E
	Experience establishing 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
	Experience independently planning and prioritising own workload	E
	Ability to take initiative and to propose new tasks to support the IGC's MEL strategy	E
	Strong organisation, coordination and time management skills	E
	Commitment to continual insight-driven development and learning (individually and on an organisational level)	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.