



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: Head of Monitoring, Evaluation and Learning (MEL)

Department/Division: International Growth Centre (IGC)
Accountable to: Director of Programmes and Impact

Criteria	Evidence	E/D
Knowledge and Experience	Educated to degree level (or equivalent), with preference for degrees in international development, economics or related disciplines. Masters degree strongly preferred.	E
	Experience conducting evaluations and programme reviews, writing evaluation reports and recommendations.	E
	Experience developing and implementing results frameworks/Log Frames for donors and building monitoring systems and in delivering large reports (including Annual Reports). Experience working with FCDO preferred.	E
	Interest in and knowledge of economic research, public policy or international development issue strongly preferred.	D
	Knowledge of MEL tools, methodologies and Theory of Change development at programme and organisational level; the ability to develop new tools for monitoring and evaluation purposes, including for events.	E
	Experience owning and refining MEL systems.	E
	Sound knowledge of Microsoft Office, including the ability to produce complex data analysis using Excel and to prepare PowerPoint presentations. Salesforce (or equivalent platform) experience in report building/analytics.	E
Communication	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels, including presenting to senior leadership.	E
	Ability to present concise information to senior management	E



	teams to support senior-level decision making.	
	Ability to present impact to a wide range of audiences, targeting the level of detail and content accordingly.	D
Planning and Organising	Highly organized and able to manage a broad portfolio of activities in order to consistently meet deadlines, often under pressure.	E
	Evidence of the ability to work independently and with minimum supervision in challenging environments.	E
	Evidence of attending to detail while producing timely work within deadlines.	E
	Demonstrated ability to prioritise work given by a number of colleagues and to prioritise and supervise work at the team level.	E
Analysis and Research	Ability to gather complex data, analyse it and produce reports tailored to different audiences with close attention to detail.	E
	Experience working with complex influencing models and conducting analysis using quantitative and qualitative data.	E
	Ability to identify gaps in data and experience making decisions on how to improve and/or collect new data. Experience reviewing data quality.	E
	Strong analytical, evaluation design, and methodological skills, and ability to use “right-fit” methods for a broad range of quantitative and qualitative approaches.	E
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally.	E
	Experience building networks across the MEL research to policy space and sharing evidence and best practices with external audiences.	D
	Experience of building productive and collaborative relationships with senior colleagues within complex organisations, gaining buy-in and cooperation from colleagues.	E
	Ability to use evaluation and analysis to identify lessons learnt and disseminate across relevant actors.	D
	Experience working with donors to develop suitable MEL frameworks for grants and programmes.	D
Teamwork and Motivation	Team-oriented, respectful and collaborative approach to working with others at all levels.	E



	Ability to bring together and motivate people from different parts of a complex international organisation to a common goal.	E
	Ability to drive IGC's values of excellence, respect, diversity, objectivity, and continuous learning.	D
	Demonstrated experience leading and managing an effective team, including performance management and talent development.	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.