



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 Officer

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

Criteria	Evidence	E/D
Knowledge and Experience	Educated to degree level (or equivalent), with preference for degrees in international development, economics or related disciplines	E
	Sound knowledge of Microsoft Office, including the ability to produce simple data analysis using Excel and to prepare PowerPoint presentations	E
	Experience writing evaluation reports and recommendations	E
	Experience producing large reports and coordinating with a large number of stakeholders, particularly with regards to donor reporting (specifically DFID)	D
	Strong interest and knowledge of economic research, public policy or international development issues	D
	Interest in Monitoring, Evaluation and Learning; understanding of the relevance of MEL in international development	E
	Knowledge of MEL tools, practices and methodologies and ability to develop new tools for monitoring and evaluation purposes	D
	Experience collecting and collating data from a wide range of sources	D
	Experience analysing and presenting data effectively for a wide-range of audiences, with accuracy and attention to	E



	detail	
	Experience of monitoring and evaluating events	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	E
	Ability to produce short briefs and to provide data reports in an accurate and timely manner	E
	Ability to present concise information to senior management teams to support senior-level decision making	E
	Ability to write case studies of impact, drawing on information from different sources	D
Planning and Organising	Demonstrated ability to plan and organise own workload 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	E
	Ability to organise, supervise and manage the work of support staff and make decisions about priorities	D
Analysis and Research	Excellent knowledge of issues pertinent to development economics	E
	Ability to gather complex data, analyse it and produce reports tailored to different audiences	E
	Experience gathering and managing large datasets and reviewing data quality	D
	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 in understanding impact in an international development context with the	D



	ability to make decisions using relevant methodologies	
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 initiatives and to propose new tasks to support the IGC's MEL strategy	D
	Strong organisation, coordination and time management skills	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.