



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: IGC Senior MEL Officer

Ref no.:

Department/Division: IGC

Accountable to: Head of Evaluation

Criteria	Evidence	E/D
Knowledge and experience	Graduate or undergraduate degree in any subject, with preference for degrees in international development, economics or related disciplines	E
	Sound knowledge of Microsoft Office, including the ability to produce data analysis using excel and to prepare PowerPoint presentations	E
	Fluency in spoken and written English	E
	Experience meeting deadlines set by line manager or external body	D
	Experience producing large reports and coordinating with a large number of stakeholders	D
	Strong interest and knowledge of International Development issues	E
	Interest in Monitoring, Evaluation and Learning; understanding of the relevance of MEL in international development	E
	Knowledge of MEL tools, practices and methodologies	D
	Experience collecting and collating data from a wide range of sources	E
	Experience analysing and presenting data effectively for a wide-range of audiences, with accuracy and attention to detail	E



	Experience of monitoring and evaluating events	D
Communication	Ability to effectively and professionally communicate ideas to colleagues, manager and senior members of the team	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 write case studies of impact, drawing on information from different sources	E
Service Delivery	Ability to provide ad hoc support to various internal teams	E
	Strong experience reporting to donor organisation, in particular DFID	D
	Experience writing evaluation reports and recommendations	E
	Ability to develop new tools for internal monitoring and evaluation purposes	E
	Ability to present concise information to senior management teams	E
	Advanced ability to work with Excel and create technical reporting tools	D
Decision Making	Demonstrated ability to support senior-level decision-making by presenting relevant facts and analysis	E
	Experience taking decisions on evaluation of impact	D
	Ability to make decisions of work priorities for support staff	D
	Ability to verify data quality and make decisions on how best to use, caveat and present data analysis	E
	Ability to identify gaps in data and experience making decisions on how to improve and/or collect new data	E
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 attention to detail while producing timely work	E



	within deadlines	
	Demonstrated ability to prioritise work given by a number of colleagues	E
	Ability to organise, supervise and manage the work of support staff	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	E
	Strong investigative and analytical skills in understanding impact in an international development context	D
Liaison & 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

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

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