

Job Description Monitoring & Reporting Specialist

Background

RET International (www.theRET.org) is a non-governmental organisation that is independent, impartial, non-partisan and with no religious or political affiliation. Based in Geneva, RET was founded in December 2000.

At RET we are committed to strengthening protection and resilience, particularly of youth and women that are made vulnerable by displacement, violence, armed conflict and disasters. RET intervenes not only in emergency situations, but also in situations of fragility, hereby reducing the gaps between humanitarian action and the transition towards development.

RET has worked in Latin America (LAC) since 2003, positively impacting the lives of a new generation of young actors capable of contributing to the development of their communities and overcoming situations of crisis, which leads to more social cohesion, peace and prosperity for all.

Position: Monitoring & Reporting Specialist

Location: The position is preferably based in Quito, Ecuador. Candidates in other countries in LAC may be considered according to their skills and profile.

Objective of the position: To reinforce and ensure early and timely monitoring of the performance indicators of the region's projects, through the implementation and/or strengthening of national M&E systems in line with RET's global policy and international standards in that area.

Reports to: LAC Regional Director – Technical Programmes

Coordinates with: The position will coordinate closely with the M&E focal points in the LAC countries, with the country technical teams (as needed), as well as with the Area Directors or their teams, the Country Directors in the region and the Chief Technical Officer at RET's Headquarters, where appropriate.

Specific responsibilities:

- Supervise and advise the M&E focal points in LAC countries for the development of institutional M&E tools (M&E plans, Beneficiary Tracking Tool, etc.), in a timely manner and in accordance with the institutional guidelines.
- Provide advice and supervision and validate the M&E tools of each project according to donor priorities and contractual commitments.
- Validate the coherence between M&E plans and Operational Work Plans and timely alert the RDTP – and the Area Director and Chief Technical Officer when needed – on discrepancies.

- Monitor the progress against Key Performance Indicators (KPIs) of the projects on a monthly basis, timely report to the RDTP on bottlenecks in implementation, programmatic challenges and the need for corrective action.
- Implement periodic monitoring mechanisms for LAC countries (on-site missions, virtual exchanges, review of instruments, etc.).
- Provide feedback and inform the RDTP and CTO on findings of monitoring in a timely fashion.
- Advise M&E focal points of the LAC countries so that the configuration of databases and other instruments for data collection and/or measurement of results respond to the results framework of approved projects.
- Establish periodical means of verification/validation on the quality of information/data that feed into project reports, in compliance with institutional M&E standards (audits and contractual obligations).
- Provide technical guidance to LAC countries in the elaboration of technical factsheets, datasheets and other material as needed.
- Revision of progress reports for donors, in compliance with institutional standards of quality reporting, as requested.
- Contribute to capacity-building of local M&E teams in: (a) application and use of institutional M&E tools; (b) on-site monitoring of projects; (c) Data Quality Assessment.
- Timely alert the RDTP and CTO on strengths, weaknesses, opportunities and threats identified in LAC projects with regard to adequate implementation of monitoring and evaluation.
- Maintain organised and accessible archives of all M&E tools per projects and country and share these upon request by the RDTP and CTO.
- Contribute to organising the documentation for the mission of the Global M&E Manager to LAC countries.

Other responsibilities:

- Contribute to the development of Needs and Assets Assessment missions, as requested.
- Contribute to the revision and/or formulation of proposals and/or concept notes, as requested.
- Contribute to the development of bi-annual or final project reviews, as needed.
- Other related tasks, as requested by the RDTP, CTO or other management positions within the organisation.

In addition, like all RET staff, you must:

- Be aware of and adhere to RET's Code of Conduct and Security and Safety Guidelines.
- Manage institutional resources in a transparent manner, fulfilling tasks with effectiveness and efficiency.
- Contribute to a professional and respectful working relationship with other members of the RET team, respecting and transmitting RET values and principles within the work environment and with RET colleagues.
- Propose alternative solutions to problems that arise in the work environment, from a constructive perspective.

- Maintain confidentiality and respect the principle of ownership of all information that is processed.

Requirements:

- Education:
 - Title of third or fourth level in management, monitoring and evaluation of projects or a related area.
 - Proven experiences of at least 10 years in a similar or related position.
 - Fluency in English and Spanish (written, oral, reading).
 - Advanced Excel experience desirable.
 - Proven experience in the humanitarian and/or development sector in the LAC region.
 - Experience in preparation of reports and technical documents for government donors, in particular (but not exclusively) humanitarian or development cooperation offices of United States, Germany, UK, Norway, and Japan, as well as United Nations Agencies.
- Competences:
 - Capacity for self-regulation that reduces the need for permanent supervision.
 - Effective management of work under pressure and good organisational skills.
 - Results-oriented and focused on quality management.
 - Excellent written and verbal communication skills in both Spanish and English.
 - Adaptation to change and good interpersonal relationship skills.
 - Availability and flexibility to travel to RET's countries of operation in LAC (40% of time in the field).

Application process:

Interested candidates may send their application by e-mail no later than 13 August 2018, to recruit-che@theRET.org with indicated in the subject line of the email "Monitoring & Reporting Specialist". The following required documents should be attached:

- 1) Curriculum Vitae
- 2) Motivation letter and salary expectation

The position will start as soon as possible, preferably on 3 September 2018. The position will be home-based, with field travel.