**Researcher and Senior Monitoring, Evaluation and Learning (MEL) Officer**

Vacancies: 01

Report to: (1) MEL Manager; (2) COP and DCOP/ Technical Lead if required

Reported by: (1) MEL officers; (2) Program assistants;

Collaborated with: (1) Technical team: Program officers; (2) Grant Manager and finance team

**Tasks description**

* Supporting MEL manager:
	+ To oversee project MEL system, including data collection, analysis, reporting, and dissemination of lessons learned to stakeholders
	+ To implement MEL Plan and ensure indicators, evaluation methodology and data collection systems are appropriate and practical
	+ To develop qualitative and quantitative monitoring indicators and methods for collecting associated data
	+ To work closely with other project team members and partners to assure effective data collection and management, and on-time, good-quality activities implementation.
* Acting as researcher to develop and implement thematic studies service program development
	+ To develop research protocol, tools, plan of implementation and budget
	+ To supervise data collectors in the fields
	+ To participate in data collection and data analysis, using quantitative and qualitative software, and report writing

**Qualification:**

* Education background in public health, epidemiology, biostatistics or a related field;
* Substantial knowledge on quantitative research methods, data analysis and interpretation, and applied knowledge of qualitative research methodologies;
* At least five years of MEL experience, and knowledge on disability programs is an advantage; Knowledge of USAID data collection and reporting requirements is highly desirable;
* Ability to work under pressure and handle multiple tasks at the same time;
* Good oral and written communication skills;
* Good English language skills, to include reading, writing and speaking as well as strong presentation skills;
* Good computer skills, including data software such as SPSS/EPI, Stata, Excel