



VACANCY NOTICE

Open to Internal & External Candidates

Position: Monitoring, Evaluation, Research and Learning Officer

Location: Abuja.

Type of Appointment: Full Term

Closing Date: 5th January, 2024

BACKGROUND

CLEEN Foundation (formerly known as Centre for Law Enforcement and Education) is a non-governmental organization established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector. CLEEN Foundation has been in special consultative status with the Economic and Social Council of the United Nations in New York, United States of America, since June 2020, and has observer status with the African Commission on Human and Peoples' Rights based in Banjul, The Gambia.

CLEEN's organizational structure is intended to encourage staff members to be involved in all aspects of project work, from conception to proposal writing, implementation, monitoring, evaluation and assessment, and to work effectively as a team to achieve our organizational objectives. CLEEN also believes in constant in-house and professional training for staff in areas applicable to its work, constantly developing staff skills and abilities. We know that great people make a great organisation and that our employees play a crucial role in helping us achieve our mandate for justice sector reform. We value our people and offer a meaningful, rewarding career and a collaborative, inclusive workplace where professionalism, creativity, and integrity are highly appreciated.

To this end, CLEEN Foundation is seeking a **Monitoring, Evaluation, Learning and Research Officer** to help achieve its project and organisational goals and objectives.

Roles and Responsibilities

- Design and implement monitoring and evaluation frameworks for projects or programs.
- Develop indicators and data collection tools to measure project outcomes and impact.

- Regularly collect, analyse, and report on project data to track progress and inform decision-making.
- Conduct site visits and field assessments to monitor project activities and gather data.
- Conduct research studies, surveys, and assessments to evaluate the effectiveness of programs.
- Analyze qualitative and quantitative data to identify trends, patterns, and insights.
- Determining data analysis procedures and using quantitative or qualitative analysis tools.
- Compile and present research findings to stakeholders clearly and understandably.
- Promote a learning culture within the organisation by facilitating knowledge-sharing and reflection.
- Identify lessons learned and best practices and make recommendations for program improvements.
- Adapt program strategies based on feedback and evaluation results to enhance impact.
- Prepare and present regular reports to management and donors on project progress and results.
- Maintain a comprehensive database of project information, reports, and data for reference and future planning.

The duties and responsibilities as set out above need to be completed and the position holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

REQUIRED QUALIFICATIONS AND SKILLS

- Degree in a relevant field, such as international development, social sciences, statistics, knowledge management or a related area.
- At least five years of full-time experience in monitoring, evaluation, accountability, learning, and research, preferably with a donor-funded NGO.
- Proficiency in the use of computer applications (Microsoft Office – Excel, Word, PowerPoint).
- Proficiency in the use of M&E/MIS tools
- Demonstrated appropriateness of quantitative statistical management programs including, TABLEAU, RSTUDIO, SPSS, ODK, and EXCEL
- Demonstrated experience in monitoring and evaluation, research, and data analysis, preferably in a similar role or within the development sector.
- Proficiency in M&E tools and methodologies.
- Strong analytical and problem-solving skills.
- Excellent communication and report-writing skills.

BEHAVIOURAL CAPACITY (VALUES IN PRACTICE)

- Accountability/Transparency: Holds self-accountability for making decisions, managing resources efficiently, and achieving and role-modelling the project values. Openness in all official dealings.
- Ambition: Set ambitious and challenging goals for themselves and their team, take responsibility for their personal development and encourage their team to do the same. Future-orientated thinks strategically and on a global scale.
- Collaboration: Builds and maintains effective relationships with their team, colleagues, Members, external partners, and supporters. Values diversity and sees it as a source of competitive strength. Approachable, good listener, easy to talk to.
- Creativity: Develops and encourages new and innovative solutions.
- Integrity: Honest, encourages openness and transparency; demonstrates the highest levels of integrity.

METHOD OF APPLICATION

Interested and qualified candidates should forward a one-page application plus a maximum 4-page CV to searchcommittee@cleen.org

Deadline: 5th January, 2024.

NO PHONE CALLS PLEASE