Monitoring, Evaluation and Learning Associate

Form of Employment: Full time
Location: Islamabad, Pakistan

Background:

The Institute of Social and Policy Sciences (I-SAPS) is a policy research and advocacy institute working across Pakistan in a number of research areas, including education, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the state and market in informed policy dialogues for sustainable development. Research, policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

I-SAPS is seeking the services of a full time Monitoring, Evaluation and Learning (MEL) associate for its head office in Islamabad. I-SAPS seeks an individual with a comprehensive understanding of monitoring and evaluation frameworks, with the capacity to conduct rigorous data analysis, and facilitating organizational learning.

Tasks and Responsibilities:

As a MEL associate, your tasks would be the following:

- **Data Collection and Analysis:**

  o Support the design and implementation of data collection tools and methodologies, including surveys, interviews, and focus groups.
  o Assist in data collection efforts, ensuring the accuracy, completeness, and quality of collected data.
  o Conduct data cleaning, verification, and analysis using statistical software and other relevant tools.

- **Report Writing and Documentation:**

  o Contribute to the preparation of monitoring and evaluation reports, including progress reports, baseline reports, and impact assessments.
  o Assist in organizing and synthesizing data, findings, and recommendations into clear and concise reports.
  o Ensure that reports adhere to established formatting and quality standards.

- **Support to MEL Activities:**

- o Collaborate with the MEL team to develop and maintain monitoring and evaluation frameworks, indicators, and data collection plans.
- o Assist in tracking project progress against established indicators and targets.
- o Contribute to the analysis and interpretation of monitoring and evaluation findings.

- **Collaboration with Supervisors:**

  - o Collaborate closely with supervisors to understand organizational goals, objectives, and priorities.
  - o Seek guidance and feedback from superiors to enhance the quality and impact of monitoring, evaluation, and learning activities.
  - o Proactively communicate progress, challenges, and opportunities to superiors in a timely and effective manner.

Values and Competencies

Core Values:

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity
- Honesty and Integrity
- Transparency

Required Skills and Experience:

The following skills and experience will be required to be eligible:
- Bachelor's/Masters degree in social sciences, development studies, economics, or a related discipline.
- Minimum experience of 1-3 years in monitoring, evaluation, and learning roles.
- Strong understanding of monitoring and evaluation methodologies, including experience with both quantitative and qualitative data collection and analysis techniques.
- Proficient in data analysis tools and software.

Functional Competencies

- Excellent analytical and problem-solving skills, with the ability to synthesize complex information and draw actionable insights.
- Experience in developing and implementing monitoring and evaluation frameworks for research or development projects.
- Strong communication and interpersonal skills, with the ability to effectively collaborate with multidisciplinary teams and stakeholders.

What we offer:

I-SAPS offers meaningful opportunities to work as part of a diverse organization having international and national presence. As part of a team of renowned experts and researchers, you will have the opportunity to contribute to impactful research initiatives and communicate findings to diverse audiences. Furthermore, you will play a role in informing the policy making process in Pakistan. The remuneration will be finalized based on prior experience and candidate's core competencies.

How to apply:

If you are interested in applying for this position, please send your application (cover letter and CV) to **hrs@i-saps.org**. Please include "**Monitoring, Evaluation, and Learning Associate**" in the subject line. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

Institute of Social and Policy Sciences (I-SAPS)

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