Join CIFOR-ICRAF and make a difference!

Junior Monitoring, Evaluation & Learning Officer
Research Team
EXTERNAL VACANCY – ICRAF

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today’s most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security and improving natural resources.

CIFOR-ICRAF is looking for a:
Junior Monitoring, Evaluation & Learning Officer

Overview

The main purpose of the position is to provide broad technical and administrative support to the unit and research team.

Summary of responsibilities

1. Monitoring and Evaluation Support
   - Contribute to the development and design of logical measurement frameworks, monitoring systems and evaluation strategies in project start-ups, including participatory monitoring and feedback mechanisms.
   - Assist team members in ad-hoc requests for support in research questions, data review, data analysis, and development of Terms of Reference, studies, monitoring tools and protocols.
   - Assist in the implementation of baseline, midterm, end-line, and impacts studies.
   - Perform data entry and data analysis and ensure data quality entered by the team.
   - Implement systems to safeguard the collection, management, and quality control of data.
• Work with cross-functionally teams in response to requests for data and materials to demonstrate project effectiveness and results for internal and external stakeholders.
• Assist in monitoring risks and reporting their development and treatment.
• Assist in the development of databases, indicators list that may improve the effectiveness and efficiency of the work.
• Participate to projects monitoring field visits.
• Support project progress reporting, mid-term review and final evaluation.

2. Administrative Support
• Assist in developing presentations and reports using infographics, PowerPoint, charts, and tables.
• Administer project periodical meetings and keep records of meeting minutes, deliverables, and agendas.
• Assist in updating country program strategy and annual work plans.
• Support in the elaboration of monthly reports and workplans of activities.

Education, knowledge, and experience:
• MS in Statistics, Biometric, Agroeconomic, Social Sciences (Economic, Projects Managements, or related discipline) with focus in Management of Information System
• Familiarity with Results Based Management approach,
• Knowledge of statistical analysis, quantitative and qualitative data collection methods, statistical software
• Demonstrated interest and capacity in data collection, compilation, representation, and analysis skills for both quantitative and qualitative data.
• Min 2 years of experience in planning, research, monitoring, and evaluation of projects, preferably in an international organization context.
• Experience of data collection and database management

Personal attributes and competencies
• Strong computer skills using Microsoft Office (Word, Excel, and Power Point) and internet use.
• Strong organizational and ability to manage multi-priorities and take notes.
• Strong research, information gathering, analysis and presentation skills.
• Ability to work in multi-cultural environment, good team player.
• Ability to communicate in English.

Terms and conditions
• This is a Locally Recruited Staff (LRS) position. CIFOR-ICRAF offers competitive remuneration in local currency, commensurate with skills and experience.
• The appointment will be for 2 years, inclusive of a three-month probationary period, with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
• The duty station will be in Divo.
Application process

- The application deadline is 7th March 2024.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:
https://www.cifor-icraf.org/about/work-with-us/

To learn more about CIFOR-ICRAF, please visit our websites at:
https://www.cifor-icraf.org

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.