

Job Vacancy

Position: Monitoring, Evaluation and Learning (MEL) Coordinator

About IESR

Institute for Essential Services Reform (IESR) is a think-tank in the field of energy and environment. IESR encourages transformation into a low carbon energy system by advocating a public policy that rests on data-driven and scientific studies, conducting capacity development assistance, and establishing strategic partnerships with non-governmental actors.

About the Position

The person shall do monitoring and evaluation of all programs and projects, including resource allocation to ensure accountability and transparency of the organization. The person has three main deliverables: (1) monitor all core program and project activities, measure their progress and achievement, calculate the organizational resources, and draw internal evaluation on the result and impact toward the change model; (2) ensure program and project managers meet with reporting schedule to funders; (3) ensure the compliance of timesheets submission of all staff and compile and assess them, and report the result regularly to management (HR Manager).

Duties and responsibilities

- Develop and strengthen monitoring, inspection and evaluation procedures
- Develop indicators and a monitoring strategy for the project;
- Develop monitoring and impact indicator for the project success;
- Monitor all project activities, expenditures and progress towards achieving the program and project output;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Recommend further improvement of the logical framework/ToC;
- Provide inputs, information and statistics for quarterly, annual and other reports to Management Team;
- Participate in annual project reviews and planning workshops and assist the Program Manager in preparing relevant reports;
- Provide feedback to the Project Manager on project strategies and activities;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities;
- Measurable Outputs and Performance Indicators;
- Collect and analyze staff time-sheet regularly;

- Perform other duties as required;

Requirement

- University degree in science, mathematic, statistic, economics, business
- Advanced degree is a preferred
- A minimum of 2 years working experience
- Advance with excel
- Able to complete the contract within prescribed time.

Competencies

- Experience in developing M&E Plan
- Experience in using or developing M&E tool
- Familiar with various project management tool
- Familiar in data collection both qualitative and quantitative
- Understanding of data entry and descriptive statistics
- Highly analytical thinking
- Familiar with technique to present information: graphics, tables
- Ability to communicate effectively to others
- Excellent in organizational and interpersonal skills
- Ability to multitask, work independently and collaboratively to meet deadlines.
- Proficient in English both written and verbal.
- Excellent in MS Office software, particularly Excel and MS Access, and other data-entry tool
- Professional and a can-do attitude

Duration

3 years (immediate starting in February 2023) with possible contract extension.

Salary

Salary and benefits are competitive and will be commensurate with candidate's qualification and experiences.

Interested and qualified applicants could send:

- CV and IESR application form;
- A cover letter with a brief paragraph addressing the selection criteria and motivation to work at the the think tank;
- References, minimum 2 contacts
- Send your application and supporting documents to hrd@iesr.or.id at the latest on 31 January 2023.