

# Monitoring, Evaluation and Learning Officer (MEL Officer)

## PURPOSE OF THE POSITION

As the MEL Officer you are responsible for the provision of assisting the ChildFund Australia Representative Office in Vietnam to fulfil their mission of working for the well-being of children by implementing activities relating to the Monitoring, Evaluation and Learning Framework (MELF) and act as a key liaison to the program team.

### KEY DUTIES

- Be responsible for quantitative/ participate in qualitative data analysis of surveys and evaluations, particularly working in the field;
  - Be responsible for planning, preparing and organising data validation;
  - Provide support and participate in surveys, evaluations of projects and program and workshops;
  - Manage the outcomes and outputs of every project and contribute to quarterly performance tracking reports and narrative reports;
  - Update the basic shared information sheet of ChildFund annually with relevant parties;
  - Contribute to the sourcing and development of case studies to illustrate program achievements, areas for improvement or impact assessment in line with MEL guidelines;
  - Participate in cross-functional assessment and appraisal activities for proposed project areas or activities, general evaluations of existing programs, etc.;
  - Be responsible for sharing lesson-learnt from case study, issues from field trips, workshops and follow up action points;
  - Support to do research and contribute ideas for research; use research results for the learning purpose of the organization;
  - Conduct or organize trainings where appropriate for communities, local extension staff and other relevant groups;
  - Establish appropriate information-sharing relationships with staff in similar positions within other INGOs, government agencies and academic institutions in Vietnam and internationally;
- Remain alert and responsive to any child safeguarding, or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself in a manner consistent with those policies.*

### QUALIFICATIONS & EXPERIENCE

- University qualification in relevant field
- At least 3 years' experience in M&E design and implementation for development projects implemented by national/international NGOs/UN bodies/ Government
- Experience in designing tools and strategies for data collection, analysis and production of reports in both English and Vietnamese
- Experience with digital tools for data collection and monitoring
- Experience in management and coordination
- Deep understanding of MEL project cycle management including planning, budgeting, implementing, reporting and M&E of MEL activities
- Willing to travel to CFVN field sites and offices

### DESIRABLE QUALIFICATIONS & EXPERIENCE

- Familiar with / Good at / Interested in working with children and youth;
- Excellent written and spoken English and Vietnamese

### SKILLS

- Able to manage multiple priorities, to work to deadlines, being well-organized and systematic;
- Ability to build strong working relationships, internal and external to the organization;
- Careful, accountable, responsible and punctual;
- Excellent communication skills;
- Be able to work with large amounts of data: facts, figures, and numbers;
- Computer literacy and experience with computerized information

### CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** Program

**Location:** ChildFund Australia Representative Office in Vietnam, Level 5, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

**Employment:** Full-time, Initial one-year employment agreement, with option to extend upon mutual agreement.

**Reports to:** -MEL Manager

**Other Information:** must have criminal background check before joining the organisation

**Please apply at:** <https://childfund.org.vn/work-with-us/>





## ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

### Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

### Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia you will be contributing to our programs which protect, educate and empower children and young people