

# Monitoring, Evaluation & Learning (MEL) Advisor

## PURPOSE OF THE POSITION

As the MEL Advisor, you develop and provide access to information, guidelines, and resources that foster organisational learning and enable programs to be effectively designed, implemented, monitored, evaluated, and reported on to various audiences, with a particular focus on supporting ChildFund's work in the Mekong. Achieving this involves putting in place systems, processes, and tools that facilitate efficiency, effectiveness, and accountability in ChildFund Australia's program work. You will work closely with the Program Teams in Sydney and Mekong offices, and increasingly also work closely with local partners as per our commitment to locally-led development.

### KEY DUTIES

- Lead the implementation, ongoing updates, and socialisation of our MEL Framework, including key MEL components of the Project Cycle Management i.e. baseline surveys, project evaluations.
- Provide ongoing MEL capacity strengthening in the Mekong countries through face-to-face and remote training, mentoring on MEL-related issues for MEL teams and local partners
- Provide technical advice to the Program teams in the Mekong countries throughout the project cycle, especially project evaluations and program reviews
- Support evidence-based organisational learning
- Support timely program data processing for advocacy and various reports incl. to external stakeholders
- Support ongoing updates and maintenance of the online Program database system (Hive) in close collaboration with the Salesforce administration team and the Head of Programs.
- In charge of overall data management and routine data updates to ensure Program Hive is generating reliable data by working closely with the MEL and Program teams in Mekong and Pacific Offices.
- In charge of developing accessible and efficient online and offline monitoring and evaluation tools across program sectors, including the digitisation of key sector tools.
- Coordinate MEL team's annual plan and budget including the regular activities of ChildFund Australia MEL Community of Practice
- Strengthen local partnerships and/or relationships, e.g., through capacity sharing to support localisation
- Promote and integrate gender equality, disability, and social inclusion into day-to-day work.

### QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in a relevant discipline, e.g. International Development, Social Science, Social Research
- At least five years' experience in Monitoring and Evaluation incl. administering and developing relevant tools and processes, with a focus on designing and implementing evaluations, analysing quantitative and qualitative data, and experience using online databases and online M and E tools.
- At least five years' experience in Project Management in developing countries
- Extensive experience in capacity strengthening, working in cross-cultural contexts, and working with Civil Societies and government entities
- Proficient in English

### Desirable

- Familiarity with child-focused programming.
- Demonstrated commitment to the principle of locally-driven community development

*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 consistent with those policies.*

### SKILLS

- Change champion, with a solution mindset, able to challenge the status quo
- Open to share knowledge and work in a strong team-oriented environment with people from different backgrounds
- Excellent communicator, able to analyse and interpret data and to communicate complex concepts in a pragmatic manner
- Strong stakeholder manager, supporting others in achieving their & the organisation's goals

### CHILD FUND AUSTRALIA'S VALUES

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

**Department:** International Programs Department

**Location:** To be based out of either the ChildFund Cambodia (Phnom Penh) or ChildFund Vietnam (Hanoi) Country Office

**Employment:** Full-time

**Reports to:** Global Programs Director – Mekong & Grants

**Other Information:** Must have working rights in either Vietnam or Cambodia

**Please apply at:** <https://www.childfund.org.au/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 Vietnam  
you will be  
contributing to every  
child being able to  
play, learn, and grow.**