

# Monitoring, Evaluation and Learning Officer (MEL Officer)

## PURPOSE OF THE POSITION

As the MEL Officer you are responsible for providing MEL management at program and project levels to ensure data driven decision making and to manage project-level monitoring and evaluation activities under ChildFund’s Monitoring and Evaluation Framework (MELF) and to lead the learning agenda for evidence based interventions, contributing to the reputation of the ChildFund in Vietnam’s work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and wellbeing for children.

### KEY DUTIES

- Execute ChildFund Australia’s MEL Framework strategies and policies in Vietnam context at a high standard and in a timely manner, including management of MEL resources and ensuring that MEL information and resources are up-to-date, available to colleagues, and widely disseminated.
- Take the lead in developing, coordinating, and implementing the organisation’s Knowledge Management plan.
- Provide oversight and technical support in the development and regular review of each project’s M&E plan, working with team members and leadership to help build a culture that uses data and evidence for learning and improvement.
- Build colleagues’ and partners’ capacity to fulfil MEL requirements, including training on the MEL standards, strategies, to access, analyze, and utilize data, and the various M&E roles and responsibilities of colleagues and partners.
- Collaborate with relevant program staff to design and establish the M&E system, which includes developing M&E plans, creating data collection tools (such as forms, indicators, and survey question banks), and outlining data collection processes for program activities, while ensuring these systems are properly utilized by program staff.
- Participate in data analysis (quantitative/qualitative), surveys, evaluations, and workshops; ensure timely collection, checking, and consolidation of project output reports.
- Present data analysis and periodic reporting in consultation with technical staff and leadership, ensuring that lessons learned throughout the project are captured and communicated to internal and external stakeholders through appropriate channels.
- Update and share annual information sheets, participate in cross-functional assessments, and share lessons learned and follow-up actions from case studies, field trips, and workshops.
- Coordinate and provide technical guidance for research, project monitoring and evaluation, discussion papers, and other related activities.
- Contribute to and represent on relevant advocacy and policy-development activities

### ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Bachelor’s degree in development management, data science, public administration, or social science.
- 03 years’ experience in M&E including supporting development of M&E Plans, building data collection tools and contributing to theories of change, and working with program and technical teams to implement M&E systems.
- Experience facilitating data-driven learning through analytic reports, data visualization
- Proficiency in Microsoft Office, data analysis and visualization software (Stata, SPSS, R), and mobile data collection platforms (KOBO, Commcare, Google form, ODK, etc.)
- Knowledge of overall context of development activities in Vietnam and internationally

### DESIRABLE QUALIFICATIONS & EXPERIENCE

- A postgraduate degree in M&E and/or international development studies.
- Experience in adult education and/or training, working with children and youth.

*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

- Strong coordination and teamwork skills
- Good research method and MEL tools and techniques
- Strong analytical, organisational and facilitation skills
- Good interpersonal skills with strength in communication, multi-tasking, and ability to work in ambiguous situations
- Understanding of change management skill
- English and Vietnamese proficiency

### CHILD FUND AUSTRALIA’S VALUE

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 two-year employment agreement, with option to extend upon mutual agreement.

**Reports to:** Program Manager

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

**Please apply at:** [https://www.childfund.org.vn/working\\_with\\_us/](https://www.childfund.org.vn/working_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 11 organisations which assists almost 36 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 with local government and civil society, as well as children, their parents, caregivers and communities to create lasting change, respond to humanitarian emergencies and promote children’s rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of 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.