

POSITION: MONITORING AND EVALUATION (M&E) OFFICER

Location: Remote

About us: Sayara International is a global development firm that specializes in the design and implementation of rigorous research, behavioral-change communication, and governance strategies in conflict-affected and transitioning societies. Our 250 employees operate from field offices in Beirut, Islamabad, Kabul, Medellin, Nairobi, Khartoum, and Paris, with support from our headquarters in Washington, DC.

Job description: The M&E officer will be responsible to help design and deliver monitoring and evaluation and research services for our projects globally. You will work on critical issues, including migration, governance, education and gender equality in fragile environments. This is a remote position, you can live anywhere as long as it is in a European, African or Middle Eastern time zone. This position will involve frequent travelling (up to 6 months per year)

The M&E Officer will work directly under the Monitoring, Evaluation and Learning Director to support the design of mixed methods research, including quantitative surveys and qualitative studies. Other key responsibilities include creating and maintaining monitoring/data collection tools aligned with project logframes; monitoring data quality; and reporting on projects for internal and external stakeholders. We are looking for someone with:

Minimum qualifications/requirements

- Native English writing skills
- Minimum BA (MA preferred) in social science, political science, international affairs, development, or any other relevant field
- Proficiency in using SPSS or STATA
- Experience with NVivo
- Experience in quantitative and qualitative data analysis and report writing (1 year minimum)
- Experience in monitoring and evaluation (humanitarian work and/or development programs)
- Previous formal training in M&E
- Awareness and experience with gender sensitivity in development and safeguarding and ethics principals
- Ability to work independently with minimal supervision
- Ability to work long-hours when needed
- Experience living in a foreign country

Responsibilities

- Conduct literature reviews, concept notes and inception reports
- Lead, plan, coordinate assigned projects in a timely manner

- Conduct fieldwork (KIIs, FGDs, etc.)
- Collect and analyze data
- Train and supervise field teams
- Write analytical reports
- Support proposal development
- Prepare research instruments: Key informant interviews, Focus Groups Discussions Guide, Survey Questionnaire, M&E Frameworks
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Summarize interviews
- Manage and respond to project related emails
- Coordinate work with the field team
- Attend project meetings
- Attend area seminars and other meetings as necessary
- Prepare progress reports for the clients
- Prepare other articles, reports, and presentations

Application Process

- 1) Confirm that you fit the minimum requirements
- 2) Submit your CV (2 pages maximum)
- 3) Prepare an introductory letter (200 words maximum) that explain your suitability for this role against the requirements in this job description.
- 4) Send links to published articles and reports
- 5) Send all documents at once in an email to jobs@sayarainternational.com. Email subject line: "M&E Officer App – YOUR NAME"