



Helvetas is an organization specialised in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We welcome applications from motivated individuals for the following post at our office in **Yerevan, Tbilisi, Chisinau (Armenia, Georgia, Moldova)**. The expected starting date is May 6, 2024, or upon agreement.

EASTERN PARTNERSHIP (EAP) COUNTRIES MRM/KML OFFICER (F/M) 100 % RECONOMY PROJECT

RECONOMY is an inclusive and green economic development program of the Swedish International Development Cooperation Agency (Sida), implemented by HELVETAS Swiss Intercooperation in the Eastern Partnership and the Western Balkan countries.

The MRM/KML Officer of the EaP countries will manage and coordinate the program's activities in the EaP region on MRM in accordance with the Sida Collaboration agreement, assuring high-quality of data and information for steering, reporting and learning purposes. Contribute to system development to stimulate and foster a strong knowledge and learning culture for active discourse between the program and its partners and stakeholders in line with the overall objectives and approach. Coordinate the program's activities and partnerships with projects implemented in EaP countries to assure quality in implementation and achievement of objectives.

He/she will assure the integration of the MRM system and processes into the program's overall knowledge management and learning, facilitating evidence-based discourse and learning. Manage the integration of the EaP intervention portfolio (with a specific focus on Armenia) into the program's knowledge management and learning processes, stimulating active discourse between the program and its EaP partners and stakeholders in line with the overall objectives and approach. Backstopping partners in identifying and sharing more creative, efficient, and effective ways of learning and collaboration.

The Program Officer of the EaP countries is responsible to ensuring the integration of operational monitoring with financial and partner monitoring to comply with required administrative and financial processes, most importantly good risk management grounded in a strong evidence base, and iteratively adapted to remain relevant throughout implementation.

MAIN TASKS

- In coordination with the MRM Manager efficiently use MRM system and processes which fulfill the needs as described in the goal, documenting it in an MRM Manual and utilizing modern IT solutions.
- Provide support and backstopping to Implementing Partners (in coordination with EaP Regional Manager) and other POs of the EaP, including the capacity building where needed, to ensure proper implementation of the MRM system and processes at different levels, and/or collection and reporting of high-quality data/information as per Partner Agreements.
- In coordination with the MRM Manager contribute to conducting and/or commissioning (to internal/external resources persons) of necessary baseline research and analysis tasks, aggregate data/information in the EaP countries, and make this available for steering, reporting

and learning purposes in a comprehensive and visually well-presented format and to allow benchmarking of progress made against key performance indicators.

- In coordination with the KML Manager, implement a KML Strategy which will support the program's objectives in facilitating exchanges on different topics with other organisations and stakeholders in the EaP region.
- In coordination with the KML Manager, mainstream KML into the design of interventions and ongoing program activities as well as collaboration with Implementation Partners through R&D, backstopping and capacity building, engagement in dialogue etc.
- Assure that Implementation Partners are integrated into the program's KML systems and processes and actively contribute to these by providing backstopping support and guidance to partners and EaP POs.
- Contribute to program reporting (with a specific focus on Armenia) through compilation and presentation of data and information, as well as the writing of sections.
- Collaborate with the MRM Manager to enable evidence-based learning and reporting, including support in obtaining data/information through necessary research and analysis tasks and assignments.
- Coordinate necessary monitoring activities with the program's KML Manager, assuring that the program's respective strategies build on one another and that the MRM system generates needed evidence to support learning objectives.
- Coordinate necessary MRM/KML for learning tasks with EaP Regional Manager and EaP POs.
- In coordination with the KML and MRM Managers, coordinate, contribute, and lead on the generation of communication and knowledge products and processes, such as a regional working group on MRM or other events/activities related to MRM.
- Coordinate necessary monitoring activities (research, capacity building, backstopping, data collection etc.) in EaP countries (with a specific focus on Armenia) with the program's EaP Regional Manager in line with RECONOMY's MRM manual and requirements, providing evidence for steering, reporting, and learning purposes, linking activities in EaP countries to the program's and Helvetas overall KML to ensure the regional value addition.
- Conduct joint monitoring visits to the EaP countries and respective partners with the EaP hub Fin./Admin. officer, to assess progress against targets and agreements, quality of monitoring and reporting systems and adherence to required rules and processes.
- Monitor compliance of engaged system actors as well as Implementing Partners with rules and processes laid out in the Partnership Agreements and coordinate necessary activities with the EaP countries regional manager and EaP hub Fin./Admin. officer.
- Plan and co-organize different workshops, events & study trips.
- Contribute to the report's development at all levels.
- Other activities as per request or need.

YOUR QUALIFICATIONS

- Experience in MRM/KML activities preferably in the international development field
- Understanding of the use of technology in MRM, data collection, beneficiary feedback or other program functions (e.g., Mobile devices and platforms, mapping)
- Understanding key trends in the Eastern Partnership region
- Project management practical experience (practical experience/knowledge of MSD approach would be a big plus)
- Understanding and experience in Gender Equity and Social Inclusion (GESI)
- Understanding and experience in Environment & Climate Change (ECC)
- Experience in designing and implementing practical monitoring and results measurement, learning and data management

- Demonstrated experience capturing learning and evidence, reporting, experience in using technologies for data collection
- Demonstrated experience in qualitative and quantitative data collection and analysis
- Analytical skills – ability to explore assessments/analyses necessary to the project
- Writing skills – to develop ToRs for assessment/analyses, develop monthly updates and reports
- Understanding of the essence of the “Business Model”
- Effective interpersonal and communication skills
- Good knowledge of techniques for planning, monitoring and controlling
- Effective leadership skills
- Ability to travel frequently
- Ability to work in a diverse team
- Ability to adapt to new environment
- Goals and results-oriented
- Ability to work on multiple tasks simultaneously
- Organizational skills
- Time management skills

WE OFFER YOU

A contract of 31 months, attractive working conditions in a dynamic team.

We look forward to receiving your complete application including CV, motivation letter, work certificates and diplomas by **April 19, 2024**. Please send your application via d.vicenco@developmentaid.org. For additional information, please contact d.vicenco@developmentaid.org or visit our website www.helvetas.org.