



Monitoring, Evaluation and Learning Office (MELO) Program Officer Remotely

POSITION TYPE: FULL TIME

NUMBER OF POSITIONS: 1

LOCATION:

Preference will be given to applicants located in a country with an American Councils' Field Office and/or in the in UTC+1 – UTC+8 time zones.

POSITION SUMMARY

American Councils is a premier, international nonprofit organization that strives to empower individuals and institutions to address challenges in a diverse and interconnected world. With support from the U.S. State Department, USAID and U.S. Embassies around the world, American Councils, in support of its mission to advance cultural exchange, language learning and public diplomacy, has designed and administered innovative programs that broaden individual perspectives, increase knowledge, and deepen understanding for almost 50 years across more than 140 countries.

The Monitoring, Evaluation, and Learning Program Officer (MEL PO) is a **full-time remote position** designed for a person with experience in monitoring and evaluation (M&E) in the international development sector who is pro-active, eager to learn and experienced in effectively carrying out remote work.

The Remote MEL PO will support M&E activities and evidence-based learning in American Councils' programs. The primary responsibilities for this position include ensuring timely and high-quality M&E support to programs, contributing to the enhancement of AC's M&E system, and preparing materials and resources to facilitate American Councils' assessment of programmatic outcomes and impact.

This is a full-time remote position.

POSITION RESPONSIBILITIES

- Lead, coordinate, and support the development of M&E sections for current and new programs.
- Support in designing and implementing data collection tools and systems to enhance programs' M&E efforts.
- Lead and support data collection, verification, and compilation efforts from the field as stipulated in the program M&E plans.

- Support MELO and American Councils' Field Offices in providing technical support to staff members for M&E related activities (e.g., development of M&E trainings, training of staff members on M&E concepts, skills, and tools; and data analysis and reporting).
- Update and maintain the MELO SharePoint site with M&E contents and resources (e.g., templates, monitoring reports, project progress reports, evaluation reports, photographs, case studies, video documentaries, PowerPoint presentations, learning session reports, training events, etc.)
- Coordinate and support the facilitation of various MELO-led events (e.g., M&E meetings, training sessions, conferences, learning sessions, brownbag, webinars, etc.)
- Support the M&E Community of Support (CoP) within the organization.
- Represent MELO within the organization and American Councils at external events.
- Conduct occasional international travel to support staff capacity building and monitoring purposes, as and when required.
- Backstop other M&E staff, as needed.

QUALIFICATIONS

- Undergraduate degree in a related field (e.g., business, social sciences, international relations, management, marketing, etc.).
- 3-5 years of professional experience in the international development sector.
- Minimum of 3 years of experience in M&E.
- Experience in designing surveys and tools for monitoring and data collection.
- Knowledge of managing databases or online portals preferred but not required.
- Analytical skills, including proficiency in Microsoft 365 applications.
- Self-starter: an independent individual who takes the initiative to solve problems.
- Ability to be flexible, prioritize projects and tasks effectively, and meet deadlines.
- Ability to work collaboratively and professionally while navigating cultural and language barriers.
- Experience working remotely in previous positions.
- Strong organizational skills, execution of tasks, and attention to detail required.
- Flexibility to work with field offices across different time zones.
- Excellent verbal and written communication skills in English.

ADDITIONAL INFORMATION ABOUT THE POSITION

- English, written and spoken, required. Other languages preferred but not required.



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TO APPLY

Select this link and follow the prompts:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=129550&clientkey=58AA089E0E2C786B7FE4217373F3BCBD>



EQUAL EMPLOYMENT OPPORTUNITY

American Councils is committed to taking affirmative steps to enhance employment opportunities for minorities, women, veterans, and people with disabilities, and strives to ensure that meaningful employment and promotional opportunities are maintained for everyone. American Councils' commitment to equal employment opportunity is based not only on federal requirements, but also on a longstanding commitment to maintaining a diverse workforce reflective of the communities in which we operate.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.