



IIJ VACANCY

MONITORING & EVALUATION MANAGER

ABOUT THE IIJ

The International Institute for Justice and the Rule of Law (IIJ), located in Malta, has a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the IIJ has trained more than 7000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of parliamentarians, judges, prosecutors, police, prison and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including: North, West and East Africa; the Middle East; and select engagement in the Balkans, and Central, South and Southeast Asia. For more information on the IIJ, please visit the Institute's website at <http://www.theij.org>.

MONITORING & EVALUATION MANAGER

The IIJ is seeking to recruit a **Monitoring & Evaluation (M&E) Manager** who will further develop the IIJ's focus on results-based monitoring and evaluation on the basis of work already conducted by the IIJ, the findings of a strategic review by the IIJ Governing Board of Administrators, as well as the IIJ Monitoring and Evaluation Strategy and Operational Frameworks. Working under the overall supervision of the Executive Secretary and reporting to the Senior Management Team, the successful candidate will play an important role in the fully integrated, cross-functional and multi-national team. The role will also include coordination and cooperation with the whole IIJ Team and output to different donors and the Governing Board of Administrators.

The **M&E Manager** will:

- Implement the IIJ-wide M&E strategy to institutionalise and drive monitoring and evaluation across the Institute;
- Work and coordinate closely with internal stakeholders on fully integrating the results-based approach to monitoring and evaluation into the Institute's culture and throughout all phases of the capacity-building/training development and implementation cycle;
- Contribute to the learning aspect of monitoring and evaluation both for IIJ staff learning and professionalisation of its application and deducing lessons learned and recommendations for programme design;
- Draft and coordinate input for U.S. government quarterly reports as well as continuous improvement of written products for the Governing Board of Administrators and donor reporting;
- Prepare output for different donors and the Governing Board of Administrators.

An attractive remuneration package will be offered commensurate with the experience of the selected applicant. The position will be contracted initially for a period of 12 months.

All interested applicants meeting the qualifications below are invited to submit a cover letter and CV to the IIJ Executive Secretariat at HR@THEIJ.ORG with "ME_2022" in the subject line. The vacancy shall remain open until filled.

JOB DESCRIPTION:

- **Based on work already conducted by the IIJ, the findings of a strategic review continue the implementation of the IIJ M&E Strategy and apply Unit-level Operational Frameworks, to include *inter alia*:**
 - Data Collection and Management Standard Operating Procedure to guide appropriate quality control and streamline data collection for analysis and visualization.
 - Based on the IIJ M&E Strategy, produce Programme Action Plans for cross-functional Administration & Outreach teams such as Grants and Resource and Communications.
 - Create an indicator repository for separate initiatives that will help complete logical frameworks keeping in mind the high-level objective and indicators in Operational Frameworks.
- **Take the lead in continuing to implement and improve the IIJ M&E Strategy, and then institutionalise the Strategy and drive monitoring and evaluation across the Institute.**
 - Further integrate monitoring and evaluation in the IIJ culture and throughout all phases of the capacity-building/training development and implementation cycle.

- Lead and coordinate the implementation of the IJJ M&E Strategy across the IJJ's management, the Academic and Programmatic Units, as well as with international stakeholders.
 - Work with the team to strengthen and make consistent, the data collection and management process, data analysis and visualisation
 - Prioritise and produce various templates, analytic frameworks, repositories, guides, and other resources to support the realization of the IJJ M&E Strategy
 - Serve as a resource and focal point for monitoring and evaluation, providing support for and oversight of relevant Academic Unit and Programmatic Unit staff as to M&E-related resources and opportunities
- **Review and drive ongoing implementation of a standardised project reporting mechanisms, including effective and timely reporting to internal and external stakeholders:**
 - Support the IJJ in identifying and visualising Key Performance Indicators (KPIs) At either the Unit-level or programme-level to conduct self-assessments and recommendations for future programme design.
 - Produce project reports, such as quarterly reports, annual report, and donor-specific reports, capturing in a comprehensive and analytical manner, progress against the project's Logical Framework, including the documentation of impact stories, milestone achievements, lessons learned, risk assessments and challenges/solutions.
 - Performing other monitoring and evaluation duties to support the IJJ's mission as required.

PERSON SPECIFICATION:

REQUIRED

- A Graduate with a Master's Degree in International Relations or relevant field of study (Management, Administration, Economics, Social Science, or Monitoring and Evaluation).
- Professional command of the English language, with excellent oral and written communication skills, process-oriented, and exceptional attention to detail.
- A minimum of five years of previous experience in programme management, including project monitoring, reporting and evaluation, especially in a donor-funded project setting related to Peacebuilding, P/CVE, CT, RoL and security assistance programmes.
- Experience in foreign assistance and donor relations, including proven ability to deliver quality written and oral products, such as grant reporting, to a range of audiences and stakeholders.
- Experience working with an international organisation or an international non-governmental organisation.
- Demonstrated interpersonal skills and cultural awareness and sensitivity required to interact with a wide range of stakeholders.

- Ability to manage multiple deadlines and prioritize deliverables in a timely manner to meet quick turnaround.
- Experience with computers, office suites, social media, and data analysis software packages, including good knowledge and experience in handling of web-based management systems.
- A strong work ethic, with the ability to be proactive and work independently, be comfortable with ambiguity, and to prioritise and meet competing deadlines.
- Knowledge of working with and managing integrated M&E strategies and frameworks; robust toolkit for and various data collection tools and analysis.

DESIRABLE

- Knowledge of French and/or Arabic will be considered advantageous
- Previous experience working with data software such as Tableau is will also be considered advantageous
- Knowledge of EU funding mechanisms and/or U.S. foreign assistance is highly desirable