**Job Description**

**Position Title – MEL Coordinator, Morocco Field Office**

**About Employer**

The employer, an international non-profit, non-governmental organization (NGO), with projects in more than 50 countries worldwide has an employment opportunity in its Rabat, Morocco office. Headquartered in Washington, DC, with an office in Rabat, Morocco, the employer links people with their governments, guides politicians to be responsive to citizens, and motivates people to engage in the political process.

**Job Summary**

The Monitoring, Evaluation, and Learning (MEL) Coordinator is responsible for providing data collection, monitoring, evaluation, and analytical support in the field office. The MEL Coordinator supports program staff in meeting MEL requirements, and coordinates closely with the MEL department in HQ and funders to ensure the achievement of program objectives and timely delivery of reports. Coordination and communication in English, French, and Arabic with team members in Washington, DC and in field offices throughout the world is an essential responsibility of this position. While typical working hours for this position are 9 AM to 5 PM Monday through Friday, this position requires up to 25% travel and may include weekend hours.

**Specific Responsibilities**

* The MEL Coordinator assists field office staff to carry out all requirements and tasks in MEL plans and indicator matrices. This may include but is not limited to: planning for data collection, preparing and piloting data collection tools, collecting data, storing and maintaining data, data transcription, cleaning and analyzing data and providing MEL capacity building/training support to colleagues as requested.
* The MEL Coordinator provides essential support to HQ MEL team and field office in developing concepts, proposals, and budgets.
* The MEL Coordinator benefits from mentoring and training support from HQ to ensure field office compliance with MEL techniques and requirements, as well as data harvesting and storage.
* The MEL Coordinator supports the field team and HQ team in drafting quarterly, semiannual progress, and final reports.
* The MEL Coordinator assists the field office in implementing their learning strategies, including collaboration, learning and adaptation initiatives, after action reviews and reflection sessions, to ensure that data is both reported and used to improve programming.
* The MEL Coordinator provides training on MEL requirements to program partners as needed.
* The MEL Coordinator liaises with headquarters staff to support Data Quality Assessments, those led by the employer and the funder.
* The MEL Coordinator performs any other tasks as required by supervisor.

**Position Requirements**

* Undergraduate degree in political/social science, international relations or related field.
* Minimum two years of professional experience in the international development sector.
* Demonstrated understanding of the program theory-based approach to program design, monitoring and evaluation.
* Familiarity with common MEL elements of projects including but not limited to: logical frameworks, performance monitoring plans and indicator matrices.
* Familiarity with quantitative and qualitative data collection and analysis methods required.
* Strong analytical and organizational skills, execution of tasks, and attention to detail required.
* Ability to manage diverse activities and to meet deadlines required.
* Ability to work independently and as a member of a team, coordinate and effectively meet program goals.
* Ability to train staff and partners on MEL techniques and requirements.
* Excellent verbal and written communication skills in English (fluency), French, and Arabic.
* Strong mastery of English grammar and style in writing.
* Proficiency with Microsoft Office Suite.
* Experience with USG-funded projects strongly preferred.
* Experience working on democracy and governance projects strongly preferred.
* Eligibility for immediate employment / authorized to work in Morocco.

This job description is not intended to be all-inclusive nor is it intended to be an exhaustive list of responsibilities, duties, or skills required of an incumbent. An employee will perform other reasonably-related job responsibilities as assigned by management when required.

**To apply for this Position**

To apply for this position, please the following items to [Atlantic.workflow@gmail.com](mailto:Atlantic.workflow@gmail.com) :

1. a professional writing sample in English
2. a recent curriculum vitae

3) three references (name, title, email and telephone)

Please note only candidates meeting the profile sought by the employer will be contacted.