

## **Job Opportunity: Monitoring and Evaluation Assistant/ Officer**

The National Democratic Institute for International Affairs (NDI) seeks to hire a Monitoring and Evaluation Assistant or Officer based in Rabat (position level will be based on years of experience). This is a key role supporting the successful implementation and reporting on democratic assistance programs.

### **Duties and Responsibilities:**

- Coordinate and develop monitoring and evaluation (M&E) systems to track progress against goals for a range of democracy-building programs;
- Ensure that the M&E system meets donor requirements and NDI's internal needs;
- Develop user-friendly systems for data collection, management, presentation, analysis, and reporting;
- Integrate data collection/tracking into regular program operations;
- Help teams to gather, collate, and analyze monitoring data, as well as report on findings from monitoring activities;
- Provide targeted, one-on-one capacity building to staff and partners as needed.
- Fulfilling other program duties as assigned.

### **Qualifications:**

- Two (2) or more years' experience with an international development NGO;
- Experience with results-oriented program design, monitoring implementation and evaluating program impact;
- Experience with designing and employing evaluation tools and methods such as questionnaires, interviews, focus groups, and others;
- High level of oral and written communication skills;
- Excellent computer and data skills;
- Professional experience of working with CRM/database systems is an advantage;
- Demonstrated interest in and knowledge of international affairs, politics and civil society in the region;
- Excellent verbal and written skills in English and Arabic;
- Bachelor's degree, or equivalent experience.

NDI welcomes and supports a diverse, inclusive work environment. NDI makes employment decisions based on organizational needs, job requirements and individual qualifications without regard to any grounds such as age, disability, marital status, sexual orientation, gender identity or expression, etc.

For additional information about NDI, please see [www.ndi.org](http://www.ndi.org)

**Interested candidates should send their applications to [ndi\\_maroc@ndi.org](mailto:ndi_maroc@ndi.org) no later than December 20 2023. Please specify "M&E" in the subject line.**