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**Position**: **Monitoring and Evaluation Officer – Farmers to Market (FarMar) Project**

**Location:** Viqueque Municipality

**Reporting to:** Project Manager

**Supervises:** None

**Remuneration:** Officer – Range determined according to education and experience

**Position Purpose**: The Monitoring and Evaluation (M&E) Officer will be responsible for designing and implementing the Monitoring and Evaluation activities of the FarMar Project based on the project Result Management Table; coordinate and monitor data collection and analysis on a regular basis, as well as supporting the Project Manager and Program Director to prepare Quarterly/Annual Report and maintaining the progress in LogAlto. The M&E Officer coordinate the activities to ensure completion of targets and collect lessons learned and make recommendations for project implementation improvement.

**Key Responsibilities**

* Develop and coordinate the implementation of the Annual Project Monitoring and Evaluation DIP
* Develop and strengthen monitoring and evaluation procedures.
* Collect lessons learned from intervention activities
* Collect relevant data on beneficiaries of intervention activities
* Regularly communicate data, feedback and lessons learned with ADRA project staff, government stakeholders, and communities.
* Maintain regular communication with the Project Manager and assist in coordinating FarMar project activities efficiently and effectively.
* Collect stories of success or challenges from community members, leaders, or other stakeholders for public relations and communication purposes.
* Analyse and present data according to the objectives of the activity design document
* Assist the project personnel and government partners with M&E tools and in supporting them in their use.
* Update the project information and documents in Beneficiaries MasterList, LogAlto and DropBox
* Participate in project planning, coordination, and review meetings
* Perform other duties as required

**Essential Requirements**

* A university degree in related field.
* At least three years’ experience working in related field.
* Strong analytical skills including the ability to design and conduct qualitative and quantitative research studies.
* Demonstrated coordination skills
* Strong interpersonal skills
* Excellent organization and planning skills
* Report writing, data analysis, and information management skills
* Demonstrated proficiency with MS Office, especially MS Excel
* Ability to speak and write English is an advantage
* Strong skills in written and verbal English and Tetun.
* Self-motivated a team player.

Female candidates are encouraged to apply.

ADRA Timor-Leste is a child safe organisation and screens applicants for suitability to work with children, the successful applicant will be required to undergo background checks according to ADRA’s Preventing Sexual Exploitation and Abuse Policy and Child Protection Code of Conduct and Policy.

**To apply for this position, please send a cover letter and CV highlighting the required criteria above to marsaulina.pasaribu@adra.tl or in person at ADRA office Travessa Hali Mesak, Delta 2, Dili. Contact 77343963.**

**Closing date:** **23 November 2020 17:30 PM**