

## **THE LEBANESE ASSOCIATION OF THE KNIGHTS OF MALTA/ ORDER OF MALTA LEBANON, HAS A VACANCY FOR A MONITORING & EVALUATION OFFICER**

The Order of Malta Lebanon has been operating in the health and social welfare sectors since 1957. It manages a network of 30 projects serving the most vulnerable populations, across the Lebanese territory including primary healthcare centers, mobile medical units, elderly day care centers, hosting centers for the differently-abled and projects for the displaced and refugees.

The Order of Malta Lebanon, with the support of its partner Malteser International (MI), has developed a comprehensive multi-annual program to strengthen its social and health services as well as its structures.

In this framework, the Lebanese Association of the Knights of Malta / Order of Malta Lebanon is looking for an experienced

### **MONITORING & EVALUATION OFFICER**

#### **DUTIES & RESPONSABILITIES**

The Monitoring and Evaluation (M&E) Officer is responsible for both quantitative and qualitative aspect of the program. This position is crucial in the management and implementation of the program since capacity to deliver services will be improved with the relevant technical assistance that the M&E will provide based on monitoring outcomes.

Specifically, the M&E officer will:

- Develop, Design and implement an M&E framework for the overall program and set up a system for qualitative and quantitative data collection and analysis.
- Ensure the program staff are trained on the use of the field level data collection tools and reporting.
- Ensure the program staff capacity is developed on M&E concepts, proper data collection and reporting methods and tools.
- Ensuring spot checks are done to verify and validate program reports.
- Produce monthly M&E reports to be shared with Management.
- In coordination with the project's management, develop and monitor effective and beneficiary-friendly solutions for feedback & complaints.
- Build, employ tools for project performance, and follow-up with reports.
- Develop Data collection guideline for future projects.
- Review and analyze the Log frame indicators.
- Document lessons learned.



## QUALIFICATIONS

- Minimum 7 years work experience in M&E.
- Bachelor's degree or equivalent experience required, preferably in a related field (Social Sciences, Development Studies).
- Experience with humanitarian programs, livelihood support & social cohesion is an added value.
- Proven field experience and proven experience in working with international donors.
- Proven planning skills including assessments, logical framework and report writing including experience with Monitoring and Evaluation tools and international standards.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Focused individual with capacity to plan and manage in a multiple deadline-working environment.
- Fully computer literate (Microsoft Office).
- Fluency in English (written and spoken); French/Arabic

## CONDITIONS

- Start Date: **as soon as possible**, but no later than **OCTOBER 01, 2020**
- Duty Station: **Beirut, Lebanon** with very frequent visits to program/project areas
- Duration of contract: **6 months (extendable)**

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND YOUR CV,  
MOTIVATION LETTER AND COPIES OF YOUR DIPLOMAS,  
BY **SEPTEMBER 21, 2020**  
TO **[RECRUTEMENT@ORDREDEMALTELIBAN.ORG](mailto:RECRUTEMENT@ORDREDEMALTELIBAN.ORG)**  
SPECIFY THE POSITION IN THE SUBJECT.

*\*Only short-listed candidates will be contacted.*