



**Promoting fair and
effective criminal justice**

JOB DESCRIPTION

Job Title:	Monitoring, Evaluation and Learning Officer
Responsible to:	Executive Director
Contract:	Seven-month maternity cover
Hours:	21 hours per week
Salary:	£34,225 (pro rata)
Location:	Head office in London

MAIN PURPOSE OF THE JOB

To maintain and improve the quality and impact of PRI's work by ensuring that project proposals include a log-frame and a monitoring framework to measure results; and by maintaining and strengthening our monitoring and evaluation tools and systems for assessing the impact and value for money of all our work - including projects, training, information resources and advocacy activities.

Main responsibilities

Working in liaison with head office and regional office colleagues to:

- 1) Contribute to the development of new projects by advising on appropriate theories of change, log frames, measurable outcomes and indicators;
- 2) Maintain and keep under review current monitoring, evaluation and institutional learning systems and processes, proposing changes where appropriate;
- 3) Advise on best practice for evaluation, measurement of results and value for money, and share the learning across the organization;
- 4) Develop PRI's suite of tools and documents to promote cross-organisational learning
- 5) Develop the capacity of staff and partners in all PRI offices in the monitoring and evaluation of programmes, projects and advocacy;
- 6) Ensure PRI's organizational learning strategy and tools are integrated in all PRI activities, and oversee and advise on the implementation of PRI's learning strategy and action plan;
- 7) Prepare reports for inclusion in the Board and Executive Board papers on a quarterly basis;

Further information

The balance of these tasks may vary according to the requirements of PRI at any particular time, as determined by the Executive Director. In a spirit of co-operation and shared responsibilities, PRI staff members may be required on occasion to take on work outside the specifics of the job description.

PERSON SPECIFICATION

Job title: **Monitoring, Evaluation and Learning Officer**

Experience

Educated to degree level or equivalent	Essential
Experience of working in international grant-funded NGOs	Essential
Experience of developing theories of change, log frames, indicators and outcome/impact measurement	Essential
Experience of working with overseas offices and local partners	Essential
Experience of monitoring and evaluating programmes	Essential
Experience in quantitative and qualitative data analysis	Essential
Experience of writing and presenting reports and briefings	Essential
Experience in using value for money and full cost recovery concepts	Desirable
Experience of designing systems and tools	Desirable
Experience of training and mentoring staff	Desirable

Skills, abilities and knowledge

Knowledge of current good practice in MEL methodologies	Essential
High level of IT competence, including Excel, PowerPoint and web-based tools e.g. Survey monkey	Essential
Fluency in written and spoken English	Essential

Personal qualities

Excellent inter-personal skills, including a collaborative approach to resolving issues	Essential
Self-motivation, high level of initiative and sense of responsibility	Essential
Strong commitment to human rights and PRI aims	Essential
Commitment to the continuous improvement in the quality of PRI's work	Essential
Good understanding of and commitment to gender and cultural sensitivity	Essential
Willingness to service own work	Essential
Legal right to work in the UK	Essential

Reviewed: June 2018