



Vacancy Monitoring Evaluation & Reporting Officer

GENERAL INFORMATION

ADRA Indonesia is seeking an experienced candidate as Monitoring Evaluation and Reporting Officer for DRM Project as summarize below.

Title: MER Officer
Duty Station: Banten or Sigi Central Sulawesi
Report to: Project Manager
Coordinates with: MEL Coordinator
Duration: August, 2020 – July, 2021, with possible extension
Closing date: 19 August 2020

BACKGROUND

Yayasan ADRA Indonesia is an Agency of the Seventh-day Adventist Church. The mission of the agency is to serve humanity so all may live as God intended. ADRA Indonesia belongs to the worldwide ADRA network, comprised of more than 120 supporting and implementing country offices.

ADRA's five core sectors include livelihood, mother and child health, WASH and has more than 20 years of experience on disaster response across Indonesia. In the coming years, ADRA Indonesia focus is to reduce the need for relief assistance through Disaster Risk Management programs.

ADRA Indonesia, in consortium with Plan Indonesia, MDMC, RedR, Pujiono Center will implement a Locally Led Disaster Preparedness and Protection (LLDPP) through strong institutions, capable staff and continuous learning. The LLDPP will contributing to the safety, dignity and rights of affected people and improving affected people's access to assistance according to need and without discrimination in future disasters.

The project interventions are designed to strengthening the subnational humanitarian Response and cluster coordination capacity with specific focus on protection through: 1) Strengthened structures of relevant local government institutions and civil society organizations, including development of local disaster response frameworks, multi-hazard contingency plans and grassroots early warning systems and development of rapid deployment roster; 2) Increasing management/leadership capacity and humanitarian professionalism of key stakeholders in the regency level; 3) Support the production of analysis and lessons learned, best practices and recommendations to other provinces/regencies in Indonesia and for National and Regional stakeholders.

The overall objective of the LLDPP project is to improved local multisector disaster preparedness & rapid response capacity in the provinces of Banten, West Nusa Tenggara and Central Sulawesi. ADRA Indonesia is seeking a qualified MER Officer for Central Sulawesi to manage the interventions in partnership with other consortia members and building partnership with government officials at sub-national level.

FUNCTIONS OF ROLE

The MER Officer provides oversight for program planning, evaluation, knowledge management, monitoring and reporting. S/he identifies performance indicators, develops quality assurance strategies, track the project progress and ensuring that lessons learned are integrated into project to continuously improve quality of interventions and outcomes. The MER officer is responsible to documenting and disseminating project successes and challenges to Project Manager.

DUTIES AND RESPONSIBILITIES

- Work with MEAL coordinator to develop planning, monitoring and learning systems to ensure the project adheres to relevant regulations, standards and organizational policies
- Work with Project Manager to set project milestones and conducting data collection and monitoring exercises to track the project milestones.
- Regularly updated the LogAlto systems and findings ways to increase effectiveness and scalability of MEAL systems.
- Conduct regular data verification and quality audits, including inspections to detect areas that violate the guidelines and initiates corrective measures.
- Manage the community feedback mechanism and ensure timely and effective response of community feedback to improve the quality and organizational adherents to its standards and policies.
- Build organizational knowledge management by working together with other partners consortium.
- Develop effective communication framework to enable all consortium members and donor have access to knowledge and information of the project.
- Assist project manager in organizing M&E reports related to the project activities to be submitted to donor.

QUALIFICATIONS AND COMPETENCIES REQUIRED

- A bachelor or master degree in social science, economics; statistics; monitoring & evaluation; development studies.
- Minimum 3 (three) years of professional experience in the field of monitoring, evaluation, accountability and learning, in NGO/Development sector
- Knowledge of major quantitative & qualitative monitoring methodologies and proven ability to design monitoring instruments/ tools.
- Advanced skills in data analysis presentation and report writing.
- Preferable the candidates who experience in disaster management including architecture of emergency response in Indonesia.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Deadline to submit your application is with **August 19, 2020**. Only short listed of Applicants will be invited for interview.

Please submit your Application (cover letter and latest CV) by email to: recruitment@adraindonesia.org and mark your e-mail subject: “**MER Officer**”