

POSITION DESCRIPTION

TITLE: Project Coordinator & Monitoring, Evaluation and Learning Officer – Pacific RISE-CTIP

UNIT: Majuro, Marshall Islands Office

REPORTS TO: Deputy Chief of Party

SUPERVISES: None

SUMMARY OF JOB RESPONSIBILITIES

“Pacific Regional Initiative and Support for More Effective Counter Trafficking in Persons” (“Pacific RISE-CTIP”) project is a 5-year project implemented by The Asia Foundation (“the Foundation”) with funding from the United States Agency for International Development (USAID). Pacific RISE-CTIP aims to address trafficking in persons (TIP) through a holistic, multi-sectoral approach that engages an inclusive cross-section of PIC stakeholders from government, civil society and the private sector to strengthen TIP prevention, protection and prosecution.

Pacific RISE-CTIP is seeking applications from qualified Marshallese nationals or Pacific Islanders eligible to work in the Marshall Islands for the role of **Project Coordinator & Monitoring, Evaluation and Learning (MEL) Officer**. The successful candidate will work with the Project Manager to oversee, coordinate, and strengthen the project’s overall monitoring, evaluation, and learning (MEL) tasks, activities, and systems. Key responsibilities include coordinating project activities, ensuring adherence to timelines and budgets, and facilitating communication among stakeholders, while monitoring progress, assess risks, and make necessary adjustments to achieve project goals. The officer will also collect and analyze data to evaluate project effectiveness and prepare reports for stakeholders.

The ideal candidate should have experience in MEL activities, adaptive management and iterative approaches, and co-design processes with multiple stakeholders.

Internal: Interaction with the Pacific RISE-CTIP Team, and the Evaluation and Learning Unit, other program units including the Finance and Administration unit of the Foundation. Interaction with the steering committee, the RMI Chamber of Commerce’s Board Members.

External: Regular contact with Pacific RISE-CTIP project partners, government agencies and stakeholders for project implementation and monitoring.

REQUIREMENTS

Education: Tertiary degree in the field of social sciences, international relations, law or other related field.

Experience:

- At least 3 years of professional experience, preferably on donor-funded projects
- Experience working on USAID-funded projects are desirable

- At least 3 years of experience in supporting evaluation and learning in an international cooperation and/or human rights context preferably in counter trafficking in persons

Skills:

- Experience in MEL activities, political economy analysis (PEA), adaptive management and iterative approaches, and co-design processes with multiple stakeholders.
- Strong understanding of human rights and similar or related projects, preferably in counter trafficking in persons.
- Skills in monitoring, evaluation, feedback, and learning methods; including significant knowledge of international best practices and experience with M&E frameworks, feedback, and learning processes
- Direct experience building simple M&E systems
- Familiarity with low-cost software applications to support data management, analysis, and visualization.
- Experience in knowledge management and data analysis with a solid grasp of qualitative methodology is important
- Excellent writing, communication, and presentation skills
- Familiarity with the link between project design, proposal writing, project implementation and evaluation and learning is helpful
- Strong time management skills and professional organizational abilities
- Ability to self-manage, independently prioritize tasks and confidently develop plans of action with minimal direction
- Strong organizational, communication, and problem-solving skills are essential, along with the ability to work collaboratively with diverse teams.
- Highly motivated to learn, especially in areas such as human trafficking, M&E frameworks, and related subjects.

JOB FUNCTIONS

Monitoring, Evaluation and Learning (MEL)

1. Provide technical support for core program activities, with a focus on MEL activities.
2. Develop project MEL tools and strategies, and ensure compliance with USAID MEL guidelines.
3. Provide leadership and data quality assurance to ensure the project incorporates sound MEL practices.
4. Create the data infrastructure required for ongoing monitoring, evaluation, feedback, and learning to strengthen strategy and implementation, and lead the data collection, analysis, and reporting.
5. Implement and enhance a monitoring, evaluation, and feedback framework in order to aggregate and communicate program results.
6. Collaborate with the Pacific RISE-CTIP Team, and the Evaluation and Learning Unit to synthesize, analyze, and share practices and ideas from implementing partners' work.
7. Collaborate with the Project Manager and the Pacific RISE-CTIP Team to identify and adapt approaches, tools, and resources to better demonstrate program outcomes and impact.

8. Build MEL capacity of staff, partners, and other project stakeholders to develop and implement appropriate MEL frameworks and methodologies.
9. Facilitate the creation of MEL products that communicate findings to a broad audience.

Project Coordination

10. Support the Project Manager in planning and coordinating meetings and workshops with stakeholders and target groups to ensure smooth and effective engagement.
11. Assist the Project Manager in developing media content, drafting event reports and minutes of meetings, writing blog posts, and creating advertisements, as well as other promotional materials or informational content.
12. Maintain consistent communication with all relevant stakeholders, ensuring they receive timely updates and information about upcoming workshops and meetings.
13. Perform other duties as directed by the Project Manager.

Recruitment process:

To Apply, email a cover letter addressing how you meet the job's criteria and responsibilities and a resume with 3 contactable referees to info@rmichamber.com or eunice.borero@rmichamber.com. Please include the necessary documents to prove your eligibility to work in the RMI.

TAF, USAID, and the Marshall Islands Chamber of Commerce uphold the following policies:

Prevention of Sexual Exploitation, Abuse, and Harassment

The Asia Foundation has zero tolerance to sexual exploitation, abuse and harassment, harassment based on gender and sexual identity, and the abuse and exploitation of children. All employees must demonstrate that they are committed to eliminating such behavior in the workplace and those we work with.

Diversity and Inclusion

The Asia Foundation is dedicated to fostering a diverse and inclusive work environment, where individuals of all backgrounds, including women and those with diverse identities, can thrive in a secure and supportive atmosphere. We expect all team members to wholeheartedly embrace the principles of equality in every aspect.