

ADRA Australia

International Programs - Monitoring Evaluation and Learning (MEL) Officer



Commitment: Full-time

Location: Wahroonga, Sydney

About the role

ADRA Australia is seeking an experienced and enthusiastic Monitoring Evaluation and Learning Officer to guide and coordinate a culture of evidence-based learning in our International Programs team.

This exciting role involves oversight of MEL strategy and ongoing support of program managers as we seek to impact lives through our Church partnership programs, ACNP projects and private donor projects. We are especially interested in applicants who have an interest in helping us develop an approach centred on values, and who enjoys building the capacity of our international partners. The successful applicant is a servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and is committed to meeting the challenges of this diverse role with enthusiasm, collaboration, and teamwork.

The successful applicant must have the legal right to live and work in Australia at the time of application.

The Job Description for the role is included at the end of this document and will give you more specific information on this exciting and challenging role.

About ADRA Australia and New Zealand

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 120 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

As part of the global ADRA Network, both ADRA Australia and ADRA New Zealand share the same purpose and as from 1 January 2021, an alliance between the two entities was formed with the transition to be rolled out over a two-year period. The Alliance is intended to make both organisations stronger, and as a result, have a greater reach and impact in the communities. Leveraging resources and minimising duplication of work in fulfilling this purpose is expected to increase efficiencies and organisational capacity.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS). ADRA New Zealand is fully accredited with the New Zealand Foreign Affairs and Trade and Council for International Development.

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

Adventist Development and Relief Agency Australia Ltd ADRA Australia ABN 85 109 435 618

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Toll Free

1800 242 372

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About the International Programs Team

The International Programs Monitoring Evaluation and Learning Officer is appointed by the ADRA Australia/New Zealand ADCOM and report to ADRA International Programs Director.

The International Programs team works collaboratively with the following ADRA Australia and New Zealand units:

- Emergency Management
- Finance
- National Programs
- Marketing
- Open Heart International
- People & Culture

Selection Criteria

Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice;
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia;
3. Demonstrated church and government relationship building and networking skills;
4. A passion for social justice and sustainable development with a coherent understanding of the causes and mechanisms which create injustice and poverty;
5. A positive attitude complemented by high-level interpersonal skills, teamwork, and coaching ability;
6. Demonstrated capacity to work consultatively and collaboratively with internal, external and international stakeholders;
7. Experience working in cross-cultural settings;
8. A relevant undergraduate or postgraduate degree with 3 years+ experience in MEL;
9. Advanced understanding of DFAT Monitoring and Evaluation standards;
10. Proficiency in Microsoft Office, M&E tools and other relevant software;
11. Advanced writing, research and data analysis skills;
12. Ability to travel to Australia/New Zealand, Pacific, Asian and African Countries.

Desirable

1. Humanitarian expertise;
2. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose and compliance with overarching protocols.
3. Strong organisation and project management skills;

Key Competencies

- **Deciding and Initiating Action**
Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for actions, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.

- **Planning and Organising**
Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.
- **Relating and Networking**
Establishes good relationships with colleagues; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; uses humour appropriately to enhance relationships with others.
- **Writing and Reporting**
Writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience.

Other Requirements

- Commitment to abide by the ADRA Australia and New Zealand Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia and New Zealand takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia and New Zealand recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia, New Zealand or overseas. This is included in the Job Application Form.

How to Apply

To apply, candidates should address the selection criteria, in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter and resume along with the names of three work related referees to: hr@adra.org.au

If you have questions or need further information, please contact: Gianina Badea, HR Coordinator for ADRA Australia, Phone +61 2 9473 9525 or email hr@adra.org.au.

ADRA Australia is an Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Job Description



**Connected
Courageous
Compassionate**

Position Title:	Monitoring Evaluation and Learning (MEL) Officer
Department:	International Programs
Reports To:	International Programs Director
Team Supervision:	ADRA Australia

Full / Part Time:	Full Time
Revised Date:	May 2022

Purpose of Position: A basic statement that describes the intent of the position.

The Monitoring, Evaluation and Learning (MEL) Officer provides high level Monitoring and Evaluation guidance and coordination for the ADRA Australia International Programs team.

Behavioural Expectations: Our code of Conduct - How we do things in our organisation that underpins our values.

Commitment to upholding ADRA Australia's Code of Conduct and related policies. This includes contributing to protection of vulnerable persons and the prevention of abuse of any kind as outlined in our Safeguarding policies.
Consistently demonstrating ADRA's core values of Compassion, Connectedness and Courage, as well as Alliance values of Trust, Respect, Teamwork and Growth/Learning.
Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia.

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

- A relevant undergraduate or postgraduate degree with 3 years+ relevant experience
- Advanced interpersonal and coaching skills
- Advanced writing, research and group facilitation skills
- Strong data analysis skills (both qualitative and quantitative)
- Proficiency in relevant software and data collection and analysis tools
- Ability to work in cross-cultural settings with diverse stakeholders
- Advanced understanding of DFAT Monitoring and Evaluation standards

ADRA Competency Framework: 1.1 Deciding and Initiating Action, 3.1 Relating & Networking, 4.1 Writing and Reporting, 6.1 Planning & Organising

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
MEL Management & Support	<ul style="list-style-type: none"> • Lead the development of an evidence-based culture of learning • Guide the development and application of the MEL strategy • Coordinate thematic evaluations and support development of thematic expertise • Oversee the development of impact reporting, impact case studies and dissemination of lessons learned 	<ul style="list-style-type: none"> ○ Partner satisfaction with MEL capacity building through the project cycle ○ Effective oversight of ADRA's MEL plan and systems

	<ul style="list-style-type: none"> • Coordinate the ongoing development of ADRA’s Values Based Approach (VBA) • Assist/backstop International Programs team members with baseline, annual, mid-term and end-line evaluations, or other forms of impact measurement • Support International Programs team members in the development of MEL frameworks, LogFrames, indicators tracking • Represent ADRA Australia in MEL forums, technical groups or specialist networks • Provide high quality support to implementing partners with ADRA’s project management software - Logalto 	<ul style="list-style-type: none"> ○ Quality of contribution to project design ○ Active participation in ADRA Network or other technical learning labs ○ Leadership of ADRA’s annual learning events ○ Mastery of Logalto ○ Development impact reports
Other Responsibilities	<ul style="list-style-type: none"> • The role may be required to assist with some project management tasks • The role requires close collaboration with the ADRA Australia Supporter Engagement and Finance teams. • The role may require assisting the International Programs team with safeguarding, GEDSI and other cross-cutting issues mainstreaming • The role may also require occasional MEL support to the Emergency Management and National Programs teams • As the alliance between ADRA Australia and ADRA New Zealand progresses, the MEL officer will be expected to provide core MEL services as per service agreement between the two offices. <p><i>Note: Responsibilities may be changed/added after 6 monthly probationary reviews and periodic performance appraisals. Busy periods may require work out of hours within reason.</i></p>	<ul style="list-style-type: none"> ○ Timely assistance with core project management tasks ○ Provision of high-quality impact stories and evidence of change

Print Employee Name:		Employee Signature:		Date: / /
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