

Re-announcement of vacancy notice for the position of Knowledge Management, Monitoring and Evaluation Expert (1)

Job level: Senior level

Duty station: Dhangadhi, Kailali (with frequent visit to selected municipalities of Kailali and Doti including Kathmandu Office).

Background of the organization and project:

Justice and Rights Institute-Nepal (JuRI-Nepal) in collaboration with Nepal National Dalit Social Welfare Organization (NNDSWO), is implementing *Pilot Project on Providing Comprehensive Capacity Development Support to Elected Women Representatives and Promoting Gender Responsive and Inclusive Sub-National Governance in Nepal's Sudurpaschim province* with the support from UN Women. The key focus of the project include-strengthen capacities of Elected Women Representatives on feminist leadership and gender responsive governance, enhance responsiveness of duty bearers and community leaders, strengthen capacities of women's organizations and networks as well as disabled people's organizations to effectively engage with sub-national governance and hold them accountable and strengthen capacities of community members (especially men and boys) to challenge discriminatory social norms and promote Gender Equality and Women Empowerment focusing in Sudurpaschim Province and selected 6 municipalities of Kailali and Doti district of Nepal.

Job specification:

- Required academic qualification : Master's Degree in social science, management, law and any discipline;
- Experience required: At least 5 years proven track record of M&E of programs and Projects;
- Advanced knowledge on management of projects, especially focusing on knowledge production, management and M&E;
- Training of organizational performance assessment; And

Required Skills:

- Adept on Microsoft word, excel and PowerPoint.
- Well-developed interpersonal and communication skills.
- Data collection and analysis.
- Report writing.
- Knowledge on statistical analysis software.
- Planning, organizing and coordination skills.
- Facilitation

Key Responsibilities:

- Develop and adapt M&E tools and frameworks in line with project requirements (upon review of project design documents, description of activities, project log frame, work plan and other relevant documents provided by UNWOMEN/JuRI/NNDSWO);

- Support in the development and establishment of a robust, comprehensive program database (linked to the project baseline data);
- Oversee maintenance and input of data into the project database. This includes entry of data and oversight of quality of data, their analysis and orient to the support staffs for securing data;
- Work with the project team in the evidence harvesting tasks to ensure smooth evaluation of the project by external evaluators;
- Support regular narrative reporting (internally and externally) to relevant stakeholders as required;
- Collaborate with Communications Expert to review and identify relevant information for dissemination to internal and external audience as per the project need;
- Support to prepare quarterly and annual report to the Program Manager;
- Work as 'Focal Person' to closely work with NNDSWO and provide backstopping support to field based staffs to ensure proper documentation and timely reporting; And
- Identify capacity needs and support development of project team capacity in relation to M&E.

Applying procedure: Qualified Nepali citizens can send application (cover letter and updated CV mentioning academic qualification and working experience in jurnepalrecruitment@gmail.com or can drop printed copies of these documents to JuRI-Nepal, Jwagal, Lalitpur (house no 20, opposite of UN Park, Jwagal, Lalitpur) by no later than 17:00 Hrs, October 11, 2019 (24 Ashwin, 2076). The candidates who have applied for this position earlier should not apply again.

Only shortlisted candidates will be communicated for further selection process.

The organization reserves the right to cancel or postpone the whole recruitment process without providing any reasons whatsoever. Especially female and candidates from underprivileged castes and ethnic groups are encouraged to apply.