



Job Description: Short-term technical assistance-MEL Coordinator

We are seeking a short-term technical assistance position for a monitoring, evaluation, and learning (MEL) coordinator. This person will be responsible for providing assistance in the development of a corporate learning and impact report, that focuses on ACDI/VOCA's technical focus areas.

This position will be for January-April of 2020. Hours can be adjusted per the persons needs from 20+ to 40 hours/week. The work can be done remotely instead of in-office.

Essential Duties and Responsibilities:

This role will assist in the development of ACDI/VOCA's corporate learning and impact report. This involves the aggregation of metrics from across ACDI/VOCA's projects (dashboards, reports, and a small level of direct-staff discussions) into a corporate database, under the supervision of ACDI/VOCA Director of Corporate Analysis & Technical Assurance. The role will involve basic data analytics such as generating descriptive statistics (e.g. means/totals) and potentially basic inferential statistics using primary organizational data and secondary datasets. This individual will also assist in coordinating the aggregation of qualitative data for the drafting of contextual learning/success stories. There might be some level of assistance in report formatting, development of data visualizations (e.g. graphs/charts in Power BI or excel), or collection of graphics.

QUALIFICATION REQUIREMENTS:

Minimum qualifications are a Bachelor's degree in Economics, Statistics or another science-related field. Master degree in a related field is a plus. Preferred experience with monitoring and evaluation, international development, and data management and analysis. Ability to navigate Microsoft Sharepoint, Microsoft Access, Power BI, Microsoft Excel, is highly desired. Fluency in English is required.

If interested please send your resume/cv and an optional cover letter to jhimmelstein@acdivoca.org