cisdi
Center for Indonesia's Strategic
Development Initiatives

JOB DESCRIPTION
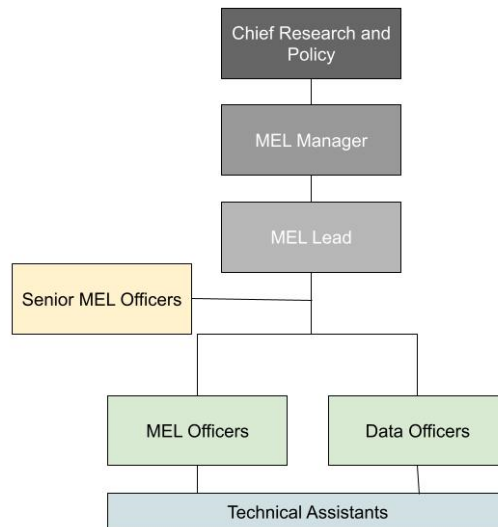**TITLE : MONITORING, EVALUATION, AND LEARNING MANAGER**
UNIT: POLICY AND RESEARCH DIVISION

I. SUMMARY OF ROLE: Under the supervision of the Chief of Research and Policy, the Monitoring, Evaluation, and learning (MEL) Manager will assist and support various projects by providing essential MEL expertise. This role includes designing and implementing MEL frameworks, conducting data analysis, and ensuring that all projects meet their monitoring and evaluation objectives effectively.

II.   ORGANIZATION CHART:

III.   JOB DESCRIPTION

MAIN RESPONSIBILITIES	ACTIVITIES
1. Managing and coordinating MEL activities and function and build organisational capacity on MEL	● Manage and coordinate the overall MEL activities and function for the organization ● Set strategic priorities for MEL activities ● Ensure the highest standards of MEL practices across the organization ● Oversee the development and implementation of MEL frameworks and systems ● Allocate resources and manage budgets for MEL activities ● foster organizational learning and continuous improvement ● prepare and present organizational-level MEL reports ● Represent the organization in MEL-related matters, both internally and externally
2. Technical support	● Provide technical support and guidance on MEL-related issues to project teams, including but not limited to the design and

	implementation of MEL frameworks, data collection and management, monitoring and reporting, evaluation, and learning ● stay updated on the latest MEL methodologies, tools and best practices
Learning and capacity building	● facilitate learning sessions and workshops to share MEL findings and best practices within and outside CISDI ● Facilitate or provide training and capacity building for staff on MEL tools and methods
3. Management support	● Develop, manage and monitor MEL resources, ensuring they are used efficiently and effectively ● Managing human resources, budget under MEL, including ensuring projects are executed successfully and completed within time frames ● Collaborate with project teams to integrate MEL insights into project planning and decision making ● Ensure compliance with donor requirements and organizational policies related to MEL
4. Other supports	● Other work/support for other projects/divisions deemed necessary by supervisor

IV. WORK RELATIONS

	ROLES/TITLES AND NATURE
INTERNAL	● Human Resource (HR) – technical discussion and preparations of projects/activities such as finding consultants, officers, contracting enumerators, etc.; ● Finance and Administration (F&A) – administrative and finance support, etc.; ● Knowledge Management (KM) – technical support for data, information, and report management and usage. ● Policy – translating new knowledge/findings into policy products ● Strategic unit – aligning focus and research priorities; identifying potential external research grants ● Communication – channelling and communicating activities and priorities ● Program - provide support for data and MEL
EXTERNAL	● Consultants – technical assistance for preparation, implementation, and reporting of projects; ● Experts and policy makers – liaising and maintaining relationships

V. QUALIFICATIONS

Relevant qualifications, skills and experience:

A. Minimum Qualifications

● Master's in Public Health or Social Sciences or Statistics or Development Studies or other relevant fields
● A minimum of five years professional experience in monitoring, evaluation, and learning within the public health or other development sectors
● Strong knowledge of MEL methodologies and tools
● Proficiency in data analysis software (e.g. SPSS, Stata, R, or similar tools) and data visualization tools
● Experience with donor-funded projects and understanding of donor requirements
● Excellent communication and report writing skills
● strong analytical and problem-solving abilities
● ability to work independently and as part of a team

B. Competencies

• Strong analytical thinking and attention to detail
• Fluency in spoken and written Indonesian and English
• Strong academic/formal writing skills;
• Effective verbal communication, presentation and networking skills
• Strong organization and time management skills
• Outstanding working quality and organization;
• Ability to multitask and to be adaptable to change;
• Passionate and have a sufficient knowledge on health situation in Indonesia;
• Strong interpersonal skills, including building effective relationships, positive interaction and effective problem solving;
• Great Initiatives and eagerness to learn new knowledge.