



WORLD UNIVERSITY SERVICE OF CANADA

Employment Opportunity
Internal/External Posting

Position title:	Monitoring, Evaluation, Research and Learning (MERL) Officer
Position location:	Ottawa
Reports to:	Monitoring, Evaluation, Research and Learning Advisor
Contract term:	2 years
Application deadline:	October 9, 2016

Nature and Scope:

WUSC is seeking a Monitoring, Evaluation, Research and Learning (MERL) Officer to support the implementation of WUSC's MERL Policy and Strategy. This strategy includes: developing and implementing innovative Monitoring and Evaluation (M&E) systems that contribute to WUSC's ability to measure results, track performance against targets and mobilize lessons from programming. The MERL Officer will provide high quality technical assistance in monitoring and evaluation processes and activities across WUSC's programs and projects and support organizational capacity building and knowledge sharing on MERL. The MERL Officer will join WUSC's MERL team, including the MERL Advisor and M&E Officers in the field.

M&E Technical Support

- Support in organizational data gathering, cleaning, processing and reporting;
- Support in the development or revisions of logic models, performance measurement frameworks for new and existing programs, projects and proposals;
- Support in the research and development of reference tools and material on M&E;
- Support the development and implementation of quantitative and qualitative studies as needed by project/program teams;
- Support program staff on M&E activities and deliverables, including collection, storage and synthesis of information, in a gender and youth responsive manner;
- Support the development and delivery of training and coaching activities to WUSC staff and partners in MERL as necessary.

Cross-Organizational Learning & Knowledge Management

- Help foster a culture of monitoring and evaluation and contribute to WUSC's capacity and efforts around organizational learning and knowledge management;
- Support the development and maintenance of a "MERL community of practice" within and across programs to enhance lesson sharing and impact;

- Support the development of conference abstracts and presentations;
- Participate in M&E-related working groups;
- Participate in WUSC's communications work by providing data, information and other material for use with WUSC's Canadian and International constituency, assisting in implementing constituency building, communication strategies, and fundraising activities.

Qualifications and Competencies:

- Bachelor's or Master's Degree in social sciences, international development or related field;
- A minimum of 3 years of experience working for international development Organizations, preferably in developing countries and in Canada;
- Excellent working knowledge of Results Based Management (RBM) approaches including Logic Model and Performance Measurement Framework (PMF) development;
- Strong analytical and research skills, including the ability to process large amounts of information, extract critical analysis and distribute it appropriately;
- Proven experience in quantitative and mixed methodologies;
- Experience in the development of data collection tools and data collection protocols;
- Proven ability to work productively and meet tight deadlines with an emphasis on producing quality products;
- Excellent knowledge of software such as Excel, Access and SPSS, STATA or other statistical packages;
- Effective interpersonal and cross-cultural communication skills;
- Detail oriented and strong commitment to ethical standards in monitoring and evaluation;
- Proactive approach with an ability to take initiative and manage multiple priorities;
- Ability to develop strong working relationships;
- Demonstrated commitment to gender equality and youth empowerment.

Languages:

- Complete fluency, oral and written in English essential and French preferred. Capacity to work in Spanish also an asset.

Background:

World University Service of Canada (WUSC) is a leading Canadian international development organization that works with and through its southern partners to promote sustainable development. Founded in 1957 and currently working in 22 countries worldwide with an annual budget of approximately \$35 million dollars, WUSC's mission is to foster human development and global understanding through education and training. Our internationally recognized programs support youth, women and other marginalized populations, focusing on three thematic areas of education, employment and empowerment. Globally, WUSC works with a network of higher education institutions, civil society organizations, private sector partners, professionals, students, volunteers, faculty and community leaders that can be leveraged to support our work.

WUSC offers a dynamic international work environment with a diverse intercultural workforce. We offer employees exciting opportunities to apply their skills and gain experience all while making a difference for youth around the world. We believe youth have the potential to provide for their families, build strong communities, and create positive social change for future

generations. Employees at WUSC work hard to create lasting change in education, employment and empowerment.

Applications:

WUSC is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only those candidates selected for an interview will be contacted. No telephone calls please.

If you wish to apply for this position, please follow [this link](#) to register on WUSC's candidate database.