



Job Posting – Program Officer, Monitoring, Evaluation & Learning

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change, and represent nearly 400 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, we are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level.

As part of the ICN, the Manitoba Council for International Cooperation (MCIC) supports, connects, and amplifies the work of our members and partners, directly engaging and collaborating with Manitobans for global sustainability. As a coordinating structure, we promote public awareness of international issues, foster member interaction, and administer funds for international development.

MCIC, on behalf of the Inter-Council Network, is launching an innovation initiative named **FIT - Fund for Innovation and Transformation/le Fonds pour l'innovation et la transformation**, to test innovative solutions to development challenges. Its purpose is to advance the effective use of and learn from innovative solutions that will improve the lives, equality and empowerment of women and girls, their families and communities in the Global South.

ICN is seeking a qualified and experienced bilingual individual to join this exciting new initiative in the role of Program Officer, Monitoring, Evaluation & Learning (MEL).

Job Profile

Reporting to the Director of Innovation, Fund for Innovation and Transformation (FIT) and working closely with the FIT team, the **Program Officer, Monitoring, Evaluation & Learning (MEL)** will be responsible for managing projects by Canadian small and medium organizations (SMOs), focusing specifically on providing technical expertise to the FIT team for monitoring, evaluating and learning for FIT projects, collecting and analyzing project data, and creating reports for dissemination within the ICN and FIT networks.

This is a full-time **bilingual** position based in Winnipeg, Manitoba for a term of up to five (5) years.

Qualifications

Required:

- Post-secondary degree in a related field such as international development, statistics, economics, engineering and/or project management
- 3+ years of relevant work experience in the not-for-profit, public and/or private sector, preferably in the area of Monitoring, Evaluation & Learning
- Knowledge of Canadian SMOs
- Knowledge of Canada's Feminist International Assistance Policy and the UN's Sustainable Development Goals as they relate to gender, women and girls
- Knowledge of gender issues in the Global South
- Knowledge of Results Based Management
- Excellent oral and written communication skills in **both** English & French
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- Cross-cultural and gender sensitivity
- Commitment to MCIC's Development Principles
- Effective time management abilities
- Good attention to detail
- Strategic and analytical thinking skills and problem-solving skills
- Advanced online research and data collection skills
- Ability to write reports and present findings clearly and concisely
- Demonstrated proficiency in word-processing, email and spreadsheet and database management software (including Microsoft Office)
- Ability to work under pressure in a fast-paced work environment
- Must be legally entitled to work in Canada

Preferred:

- 3+ years' experience in an international development context
- Experience in results-based program development and/or management
- Knowledge of current issues and opportunities that relate to the objectives of FIT, specifically in innovation
- Understanding of a human rights-based approach to development

Primary Duties and Responsibilities

- Ensure FIT program planning, monitoring and evaluation processes adhere to FIT's strategic objectives, the FIAP and the UN's Sustainable Development Goals
- Support the planning and implementation of FIT projects, ensuring realistic performance targets and the integration of a feminist approach
- Track, monitor and evaluate project outcomes
- Identify trends, gaps and challenges and propose improvements and efficiencies for FIT projects
- Develop and standardize results framework and performance monitoring templates for projects

- Working with the Program Officers, Gender/Public Engagement and Environment, develop data collection and analysis tools for baseline and needs assessments pertaining to gender and environmental goals
- Prepare reports on data collection findings from projects for dissemination to internal and external stakeholders such as the Expert Review Panel
- Develop MEL policies, goals and guidelines for the FIT program
- Support training and capacity building of SMO and partner staff for FIT projects
- Share project learnings and knowledge online and through conferences
- Contribute to FIT communication resources such as annual reports and newsletters
Occasionally work with the Communications and Public Engagement Specialist to prepare documents, articles and other materials to share project learnings and progress with donors and the public

Additional duties as required

Working Conditions

- 37.5 hours per week
- Office environment on site at MCIC in Winnipeg, Manitoba. In exceptional cases, the incumbent may be permitted to work remotely from another city and/or province.
- May be required to work evenings, weekends or additional hours to accommodate activities such as meetings or FIT events
- Domestic and international travel may be required

Position: Full-time term

Salary: \$48,000-\$54,000 plus benefits

Application Deadline: March 13, 2019 or until filled

Start Date: As soon as possible

Please submit a cover letter and resume by email to jobs@mcic.ca by March 13, 2019. Please indicate in the subject line the title of the position you are applying for.