



CANADA

Where childhood thrives, war does not.

Position Title	Monitoring & Evaluation Officer
Start Date	January 2024
Location	<p>Toronto / Remote in Canada</p> <p>The organization is based in Toronto, Canada with work from home arrangements.</p> <p>The successful candidate will need to travel to Toronto on occasion for staff meetings, if based outside the GTA.</p>
Reports to	Senior Technical Specialist, Monitoring and Evaluation, International Programs Department
Background	<p>War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.</p> <p>War Child Canada is globally recognized for our grassroots, community-driven model of humanitarian action that's rooted in collaboration and entirely locally led. We have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.</p> <p>War Child Canada works with some of the most vulnerable populations around the world and are leaders in developing and implementing programs specifically targeting and protecting children, women, and displaced people living in the most complex humanitarian environments in Afghanistan, the Democratic Republic of Congo, South Sudan, Sudan, Uganda, and Yemen.</p>
Position summary	<p>The Monitoring & Evaluation Officer will provide extensive support in the areas of monitoring, evaluation, and research, and will be responsible for leading implementation of monitoring standards across the organization. The Monitoring and Evaluation Officer will work with War Child Canada staff in all country offices to support and strengthen the implementation of War Child Canada's monitoring and evaluation framework, contributing to organizational project and program effectiveness, War Child Canada's evidence base, the consolidation of project and program results, and in support of donor compliance.</p>
Responsibilities	DEVELOP AND SUPPORT IMPLEMENTATION OF PROJECT MONITORING & EVALUATION FRAMEWORKS, TOOLS, AND METHODOLOGIES

	<ul style="list-style-type: none"> ▪ Work with colleagues globally to develop and implement monitoring plans for War Child Canada's projects, including the development of performance indicators, results measurement frameworks, information management plans, and feedback mechanisms. ▪ Work with colleagues globally on the implementation of monitoring tools/processes including the use of data collection methods for both qualitative and quantitative data. ▪ Support in the development of methodologies and tools for baseline and endline surveys, assessments and evaluations drawing on a range of qualitative and quantitative approaches.
	<p>DATA ANALYSIS AND REPORTING</p> <ul style="list-style-type: none"> ▪ Assist in the management of project data through the creation and maintenance of project and program databases. ▪ Compile, clean, and analyze project data, providing support and regular feedback on data verification, data entry and data quality. ▪ Support the collection of quality data collection from War Child Canada field staff and partners. ▪ Describe and present project data and results through effective visualizations, narrative reports, dashboards, and presentations for internal and external audiences, including the Canadian public. ▪ Prepare, summarize and synthesize monitoring reports for publication online and for a variety of audiences. ▪ Support the development of technical guides and protocols as needed to support data collection, compilation, processing, analyzing, and reporting. <p>TECHNICAL SUPPORT AND CAPACITY BUILDING</p> <ul style="list-style-type: none"> ▪ Provide technical support to monitoring and evaluation and program staff across all War Child Canada offices. ▪ Support training and capacity building initiatives for field and HQ staff. ▪ Support on-going coordination and provide updates to and from War Child Canada country offices as needed. <p>LEARNING AND KNOWLEDGE SHARING</p> <ul style="list-style-type: none"> ▪ Help facilitate the sharing and learning from monitoring and evaluation process and results with the wider team. ▪ Support War Child Canada staff and partners in improving learning and knowledge sharing mechanisms. ▪ Promote a culture of learning in the organisation.
Travel Required	Occasional field travel is required.
Qualifications	<p>Experience and Knowledge</p> <ul style="list-style-type: none"> ▪ 2 – 3 years of experience with conducting and/or analyzing quantitative and qualitative data, especially project monitoring data. ▪ Strong database design and information management experience. ▪ Strong knowledge of Excel. Experience with SPSS or other statistical packages an asset. ▪ Experience with Open Data Kit, Kobo Toolbox, Tableau and/or other mobile data collection solutions an asset.

	<ul style="list-style-type: none"> ▪ Understanding or experience with Geographic Information Systems (ArcGIS, QGIS) an asset. ▪ Knowledge and experience of program management cycle for development and humanitarian settings an asset. ▪ University degree in relevant discipline and/or equivalent professional experience. <p>Skills and Abilities</p> <ul style="list-style-type: none"> ▪ Ability to present data and analysis to a wide variety of audiences. ▪ An enthusiastic and strong team player with an ability to communicate effectively and collaborate across departments and functions within teams in Canada and internationally within War Child Canada's program countries. ▪ Ability to multitask and work effectively to meet often short deadlines in a multi-layered / matrix team environment. ▪ A passion for mission-driven work and values aligned with those of War Child Canada. ▪ Excellent English language skills. Proficiency in French is an asset.
Compensation	<ul style="list-style-type: none"> ▪ \$50,000-\$58,000 CAD per year, depending on experience ▪ Employee group benefits (health, dental, disability, travel) ▪ RRSP matching after one (1) year ▪ Professional development fund & generous vacation
Application process	<p>ALL INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND ACCOMPANYING COVER LETTER ELECTRONICALLY TO: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of 'M&E Officer – [insert your name]'</p> <p>Only those applicants selected for an interview will be notified. We regret that we cannot entertain phone calls. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Protection Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please tell us, and we will work to accommodate your needs.</p> <p>Candidates should be legally entitled to work in Canada. War Child Canada will not provide relocation support.</p> <p>For more information about War Child Canada, please visit Warchild.ca.</p>
Deadline	Rolling recruitment until position is filled (posted November 2023)