

MONITORING & EVALUATION OFFICER

Asia Regional Office, Hanoi, Vietnam
(Nationally recruited staff)

The Organization

The International Center for Tropical Agriculture (www.ciat.cgiar.org) develops technologies, innovative methods, and research-based based solutions in agriculture and the environment, in order to increase prosperity and improve human nutrition in the tropics, and by doing so, help the world secure a sustainable food future. Headquartered near Cali, Colombia, CIAT conducts research for development in tropical regions of Latin America and the Caribbean, Africa, and Asia. CIAT is a member of the CGIAR Consortium (www.cgiar.org), a global research partnership for a food secure future. The Center's research focuses on increasing productivity of key crops (cassava, common bean, rice, and tropical forages), developing sustainable agroecosystems and landscapes, and using information to foster better decisions about issues such as climate resilience and inclusive markets.

From its regional hub in Hanoi, Vietnam, CIAT conducts collaborative research and capacity strengthening in nearly 20 countries across Asia – with over 100 institutional partners ranging from national public-sector research and development agencies, universities, NGOs, private-sector business firms, and regional/international organizations.

CIAT's global team for Monitoring and Evaluation (M&E) leads institutional efforts in planning and operationalizing a comprehensive system to monitor research programs and projects. The team coordinates internal processes of research planning and reporting, enhances staff and partners' M&E capacities, and fosters continuous institutional learning derived from M&E results. It supports CIAT research teams in coordination with other key support units such as Program Management, Impact Assessment, Grants and Contracts and Data Management.

The Position

The position supports M&E functions of CIAT's Asia regional office, backstopped by the global team in headquarters and other regions. As member of CIAT's Asia team, he/she works closely with other regional management support (RMS) staff. The position reports to the Head of Monitoring, Evaluation and Learning (MEL) at CIAT global headquarters and the Director for Asia at the Hanoi regional office.

Key Responsibilities

1. Guides project development initiatives in formulating research-for-development impact pathways and theories of change, and in preparing M&E components/sections of project proposals and workplans.
2. Facilitates M&E planning and execution for the entire project cycle including use of institutional systems, tools and guidelines for research planning and reporting.

3. Supports M&E-driven learning for the regional team towards achieving CIAT's research-for development agenda in Asia.
4. Designs and implements M&E capacity strengthening strategies for staff and partners, and promotes the establishment of relevant communities of practice.
5. Manages M&E linkages with other CIAT research support teams, within the region and globally.

Minimum Requirements and Desired Qualifications

1. Bachelor's degree in scientific disciplines related to socio-economic development, agricultural and environmental/natural resource systems, and data/information/knowledge management. Master's level studies and/or additional M&E-related professional trainings is an advantage.
2. At least 2 years of relevant work experience, including practical application of M&E methods and tools, preferably in research-for-development programs and institutions.
3. Computer-related skills including the use of digital/online platforms, applications and technologies.
4. Excellent level of professional English proficiency, both in writing and speaking.
5. Demonstrated capacity to effectively perform in a multi-cultural, team-based and virtual-group work environments.
6. Willingness to work under flexible, extended time periods and ability to deliver outputs with tight deadlines.

Terms of Employment

The position is under the Nationally Recruited Staff (NRS) category and limited to applicants with Vietnamese nationality or legal permanent/temporary residence in the country. Contracts are issued and renewed annually, based on performance and availability of resources, including an initial three-month probation period. CIAT is an equal opportunity employer and strives for staff diversity; it offers a multicultural, collegial research environment with competitive salary and benefits.

Applications

Applicants are invited to send: 1) cover letter illustrating their suitability for the above position against the listed qualifications and work responsibilities, and 2) detailed curriculum vitae, including names and addresses of three referees knowledgeable about the candidate's professional qualifications and work experience. Applications, including preliminary inquiries, should be addressed to the CIAT Asia Human Resources Office, by email to Ms. Khuong Thuy (t.khuong@cgiar.org) with the subject line "Application for M&E Officer".

Closing date for applications is 25 February 2019 or until a suitable candidate is identified.