

**Employment Opportunity  
External Posting**

**Monitoring, Evaluation and Learning Officer– Women’s Voice and Leadership Caribbean  
The MATCH International Women’s Fund**

**Position Title:** Monitoring, Evaluation and Learning Officer – Women’s Voice and Leadership Caribbean

**Reports to:** Caribbean based WVL- Program Director

**Language:** English

**Employment Status:** Full Time

**Location:** Ottawa, Canada

**Deadline for Applications:**

*We are looking to fill this position as soon as possible. Candidates will be interviewed on a rolling basis and the position will be opened until filled.*

**BACKGROUND**

The MATCH Fund is Canada’s first and only international women’s fund. We support grassroots women’s rights organizations to dismantle barriers, challenge perceptions and, ultimately, transform society. It is an exciting time to join the organization and play a significant role in our growth and development.

The MATCH Fund is looking for a Monitoring, Evaluation and Learning officer to join the team for the implementation of the Women’s Voice and Leadership program in the Caribbean. This is a Global Affairs Canada funded five-year initiative focused on supporting the organizational development, programs, advocacy and policy agendas of women’s rights organizations in the region. The MATCH Fund is partnering with the Astraea Lesbian Foundation for Justice in this initiative. We are looking for an individual with proven experience in results-based management and who excels at developing data collection and analysis tools to track and measure progress in women’s rights outcomes led by local organizations and movements.

**NATURE AND SCOPE**

Reporting to the Program Director, the MEL officer will play a key role in the design and implementation of the overall monitoring, evaluation and learning system to effectively capture and report on results for the Women’s Voice and Leadership Initiative in the Caribbean. Based in Ottawa, this position requires a strong understanding of Global Affairs Canada’s Results Based Management requirements as well as an understanding of feminist approaches to documenting stories of change, highlighting the creativity of women’s rights organizations working at the grassroots level. The MEL officer will also work closely with the Program officer and other team members to develop program reporting tools, collect relevant data to track the project and gather stories of impact from

the different project initiatives. You need to be an entrepreneurial, results oriented individual with an ability to work within the parameters of a Government funded program, while also bringing a feminist lens and less traditional approaches to the work.

### **KEY RESPONSIBILITIES**

- Develop and implement a comprehensive system for overall monitoring, evaluation and learning needs of the Women’s Voice and Leadership Initiative in the Caribbean that builds on and aligns with existing organizational MEL systems;
- Maintain an understanding of the agendas and priorities of local women’s rights organizations in the Caribbean, including Lesbian-Bi-Trans groups;
- Develop data collection, analysis and management tools and carry out data coding and analysis on an ongoing basis to meet the program’s reporting requirements;
- Foster experimentation and the use of innovative methods (video and audio, social media tracking) to collect quality monitoring information in non-traditional and less burdensome ways where possible;
- Work with other WVL team members (including Astraea colleagues) to support grantee partners in collecting relevant data to report on indicators, documenting progress, lessons learned, and success stories about the change that women’s rights organizations are making at the grassroots level;
- Support other program management and compliance processes as needed;
- Contribute to the design and implementation of initiatives to advance the ‘proof of concept’ of women’s funds and the effectiveness of their model in collaboration with sister funds implementing WVL in other regions;
- Represent The MATCH Fund at meetings and convenings.

### **QUALIFICATIONS AND COMPETENCIES**

- University degree in women’s studies, human rights, international development, or related field. University-level academic or professional training in program monitoring and evaluation considered an asset;
- Commitment to the work and values of The MATCH Fund, in particular the work of women’s organizations at the grassroots level;
- At least 3-5 years’ experience in a similar international project MEL position. Recent experience in developing Performance Management Frameworks and project reporting for Global Affairs Canada is a strong asset;
- Experience with diverse monitoring and evaluation methods, including collecting data from organizations working at the grassroots level. Understanding of feminist methods and innovative approaches is strongly desired;
- Excellent written and spoken English, including strong analytical, communication and donor report writing skills;

- Demonstrated capacity to work both in a self-directed manner and collaboratively with team members, project partners, grantees and other stakeholders from politically and culturally diverse backgrounds;
- Proficiency in Microsoft Office, familiarity with databases and information management systems;
- Ability to undertake international travel in the Caribbean;
- Knowledge of development and/or women's rights issues in the Caribbean is an asset, but not a requirement.

## **HOW TO APPLY**

**Please visit The MATCH Fund website and apply directly through the link available on the Careers Page.**

*We welcome and encourage applications from people of all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*