

Monitoring and Evaluation Specialist – Job Description

Location: Tirana

Status: Full Time

General Scope of the Position

The M&E Specialist supports the organization with data collection, analysis the project activities, developing qualitative and quantitative indicators to be used for monitoring performance; to help ensure accountability and efficiency from start to finish for the Project; the specialist is responsible for assembling input, synthesizing the indicators from various data elements, and providing overall quality control; He/she will prepare and review monthly, quarterly, yearly, final narrative and financial donor' reports.

Duties & Responsibilities

- The Monitoring & Evaluation Specialist is responsible for Monitoring and Evaluation; he/she manages the database, inputs and updates data, and produces reports based on project results;
- He /She works periodically with departments to support the team in recording data and verifying results data, based on real resources; determine whether results are attributable to project activities;
- Develop and refine the project log frame, systems and tools to ensure the project is being monitored and evaluated effectively, efficiently and in line with national strategies and donor requirements;
- Ensure monitoring and evaluation data is analyzed to an appropriate standard and that results of analysis inform project decision making;
- Support in creating a framework and procedures for the monitoring and evaluation of project activities;
- Analyze the KPI indicator data and performance reports in order to support the team and the Manager to ensure that data queries are addressed in an accurate and timely manner;
- Support in reporting the key project performance indicators (KPI) as well as monitoring their results throughout the duration of the projects;
- Establish the performance measures, collecting and analyzing performance information, planning and managing evaluations and assisting the Manager in using the performance information for decision-making and resource allocation;
- Support the Manager in reviewing the performance of existing reporting system to help identifying potential modifications or resources; proposing strategies to increase data use and demand amongst staff on ways to properly document, organize and capture the progress;

- Monitoring & Evaluation Specialist reports to the Finance & Operational Director;

Qualifications

- Ability in data analysis, monitoring, and evaluation of development activities;
- Demonstrates knowledge of and experience in monitoring and evaluating - including indicators development and data analysis;
- Ability to design M&E tools, surveys, surveillance systems, and evaluations;
- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner;
- Excellent data consolidation and reporting skills;
- Ability to work independently as well as being part of the team;
- Strong verbal and written communication skills; a persuasive communicator with excellent interpersonal and multidisciplinary project skills;
- Attention to detail and a dedication to accuracy;
- Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;

Education and Experience Requirements

- Advanced university degree in economy, or similar disciplines;
- Minimum of three years of progressively responsible professional experience in the monitoring & evaluation and/or projects reporting;
- Excellent computer skills, including word processing, spreadsheet programs and data base management;
- An excellent skill in both written and spoken English is required;

About CBS

CBS, Creative Business Solutions is a nonprofit organization that pioneers economic growth solutions with financial and social return impact. CBS partners with USAID to implement SmartCapital, a three-year program with economic benefits for SME's. The program provides economic growth through access to capital and a variety of smart technologies. CBS works closely with an array of partners including large donors and banks, micro finance institutions and state institutions. It has built a number of enterprise digital platforms including Agroweb and LORES platforms. CBS is the leading organization for agriculture finance in Albania with coordination and programs in the Balkan region. It employs a team of 27 professionals with expertise in banking, agriculture, finance services, technology

solutions, environmental, renewable energy and digital marketing. CBS has a team of 27 professionals located in Tirana with four branches throughout Albania.

Application:

Interested applications must email a cover letter and CV until **October 31, 2016** to info@cbs.al and include "Monitoring & Evaluation Specialist" in the subject line.