

## **Monitoring & Evaluation Specialist – Job Description**

**Location:** Tirana

**Status:** Full Time

### **General Scope of the Position**

Monitoring & Evaluation (M&E) Specialist supports the organization with periodic program performance reports based on data collection, analysis of project activities, development of quantitative and qualitative indicators, including communications, presentations, and analytical support activities. He/she is responsible for company's full Dashboard reporting and analytical monitoring of department's progress and key indicators.

### **Duties & Responsibilities**

- M&E Specialist is responsible for periodical reporting of the projects activities, high level and component indicators based on project activity plans.
- Analyze the Key Performance Indicator data; present them in writing and in concise manner through narrative in program performance report.
- Continuously updates the data in the M&E database and produce accurate figures based on the approved Work Plan.
- Responsible for developing CBS Dashboard Reporting, a firm-based as well as department level reporting. Contains key project performance indicators (KPI) results.
- Establish reporting necessary to monitor various business activities, data trends, key indicators and other tools to diagnose the 'health' of company's business progress
- Prepares first draft Quarterly Reporting on project and company level including the narrative and data indicators
- Interpret performance measures, collecting and analyses of performance information, by assisting Managers in using the performance information for decision-making;
- Based on the project contract he / she drive the process and notify in advance for requirements needed to be completed for each project;
- Reports to the Finance Director; cooperates closely with Executive coordinator.

### **Qualifications**

- Excellent analytical skills and the ability to summarize disparate information very clear and concise manner; Excellent data consolidation and reporting skills;
- Expert level in written skills; creative; and able to perfectly present the projects activities.
- Demonstrates knowledge of and experience in monitoring and evaluating - including indicators development, data analysis and accuracy;

- Strong analytical abilities and communication skills; a persuasive written communicator
- Team player determined to get things right and able to work harmoniously with colleagues.

### **Education and Experience Requirements**

- Advanced university degree in economics, business or similar other disciplines;
- Ability to write concisely and narrate development story based on numbers and figures
- Minimum of three years of progressively responsible professional experience in the monitoring & evaluation and/or projects reporting;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms.
- An excellent skill in both written and spoken English is required;

### **About CBS**

Creative Business Solutions (CBS) is a business consulting and project implementation organization. It implements development projects in Albania with a spillover effect in the Western Balkans. CBS has established expertise in Agriculture, Access to Finance, Technology, Green Energy and Tourism etc. Since it started in 2013, CBS has implemented 15 development projects at a combined \$3.9 million budget. It employs 30 professionals through a head-office in Tirana and four local branches, Fier, Korce, Gjirokaster and Peshkopi. CBS partners with USAID and has established institutional relations with other international donors including: GIZ, EBRD, Helvetas Swiss Intercooperation, Sweden, Danida, Italian Cooperation.

[www.cbs.al](http://www.cbs.al)

### **Application:**

Interested applicants should submit a brief cover letter and a current resume that is no longer than three pages before **January 20th, 2018** to [info@cbs.al](mailto:info@cbs.al) and include "Monitoring & Evaluation Specialist" in the subject line.