

Vacancy Announcement

The Swiss Agency for Development and Cooperation (SDC) project “Shkollat për Shëndetin” is being implemented by Save the Children in Albania (SC). The Project starts in March 2021 and will have an implementation timeframe of 4 years. Its overall goal is that Schoolchildren, their families and communities at large in Albania reduce the exposure to the major risk factors for NCDs and effectively cope with health emergencies including COVID-19 through inducement of positive changes in behavioural patterns and improvement of lifestyle practices, personal hygienic measures and safe environment practices.

Save the Children is recruiting for motivated and experienced staff for The “Shkollat për Shëndetin” Project

Post title: **Monitoring, evaluation, communication, and advocacy officer
Albania National Office**

Application dateline: **24/10/2023**

Application Link:

https://hcri.fa.em2.oraclecloud.com:443/hcmUI/CandidateExperience/en/job/4013/share/300001444676218?utm_medium=jobshare

As a member of the Project Core Team, the Monitoring, evaluation, communication and advocacy officer shares the overall responsibility to deliver effective and efficient outcomes for all children in Albania. As a member of the Team, the position is responsible for qualitative project monitoring and project communication in line with project document and the strategic directions of Save the Children in Albania.

Required qualifications and experiences.

Minimum requirements

- Recommended minimum of 3-year practical experience in the establishment, successful implementation, and management of M&E systems in project.
- University degree in public health and related fields.
- Knowledge and experience of the Public Health in Albania.
- Fluency in English and Albanian language.

Additional requirements:

Information regarding the duties and responsibilities (Job Description) you may find on the website of Save the Children

Interested candidates should apply online by submit the following within the application dateline:
Link of application:

- 1- Cover letter clearly explaining your motivation for applying your motivation for applying for the position and how you meet the position criteria;
- 2- Detailed CV;
- 3- Minimum 3 reference letters;
- 4- Copy of diplomas;
- 5- copy of ID card.

***only short listed candidates will be informed.**
Shortlisting will be done based on below criteria

- 0 = fails to meet criteria
 2 = partially meets criteria
 4 = meets criteria
 6 = exceeds criteria

Job description

JOB TITLE: Monitoring, Evaluation, Communication and advocacy officer Save the Children Albania	
TEAM/PROGRAMME: Albania National Office Program Implementation Team Shkollat per Shendetin Project	LOCATION: Tirana with field travel
GRADE: 4	
CHILD SAFEGUARDING: Level 4 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.	
ROLE PURPOSE: As a member of the Project Implementation team/Shkollat per Shendetin project the Monitoring, Evaluation, Communication and advocacy Officer shares in the overall responsibility for the delivery of programs for children by developing and improving monitoring and evaluation for the project. The M&E Officer will provide capacity building, technical advice and knowledge sharing. The M&E Officer will work with project staff and partners; develop plans, tools, processes for data collection, analysis and reporting; and advice Project Manager concerning relevant issues associated with the progress of the programs in order to facilitate any necessary changes in project to meet targets and results for children.	
SCOPE OF ROLE: Reports to: Project Manager Dimensions: Save the Children works across Albania with a current staff complement of approximately 35 staff and current expenditure of approximately \$3.5 million each year. Staff directly reporting to this post: N/A	

KEY AREAS OF ACCOUNTABILITY:

Monitoring and Evaluation:

- To administer the project's M&E system vis-à-vis the logical framework and project's outcomes, including also permanent data collection.
- Identify M&E objectives, priorities, and activities required for effective project implementation
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- To assist the implementation of project's activities as requested by the project manager.
- To provide project areas (schools covered by the project) with an effective and feasible management tool.
- To exert the role of gender focal point and coordinate all gender-related transversal activities of the project "Shkollat për Shëndetin".
- Ensure that Essential Standards & Standard Operating Procedures of Save the Children International (SCI) and ensure the understanding and implementation of SCI's MEAL priorities
- Support the preparation of project reports and related indicator reports

Communication and Advocacy

- To contribute to the visibility of the project's achievements and results in Albania and beyond namely through the maintenance of a project website, social media activities and regular contributions to SDC health network newsletter.
- To ensure adequate media coverage of the project.
- To develop an effective communication and advocacy plan.
- To coordinate awareness raising campaigns and other relevant communication campaigns.
- To coordinate workshops, conferences and other meetings related to the project.

General Responsibilities:

- Ensure that SC Child Safeguarding Policies are followed through in practice during the overall implementation of programme activities.
- Support the National Office compliance with all Save the Children Operating Standards and Operating Procedures.
- Cooperate and coordinate closely with other NO staff in related programs.

QUALIFICATIONS AND EXPERIENCE

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

Ambition:

- Sets ambitious and challenging goals for themselves , takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS

- Recommended minimum of 3 year practical experience in the establishment, successful implementation and management of M&E systems in project.
- University degree in public health and related fields.

EXPERIENCE AND SKILLS

Essential

- Ability to analyse and disseminate complex information with and to a range of stakeholder audiences.
- Relevant experience can include strategic planning and performance measurement, indicator selection, quantitative and qualitative data collection and statistical analysis methodologies, database management.
- Experience and ability to prepare M&E plans and reports.
- Track-record in data evaluation, with highly developed research, analytical (Qualitative and quantitative), documentation, report writing and strategic planning skills.
- Fluency in written and spoken English
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches.
- Excellent planning, coordination and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- A very good understanding of the program priorities of the Country Office.
- An in-depth understanding of national and international development issues in particular in relation to children.
- Excellent interpersonal, communication and presentation skills.

Desirable

- Prior experience in health projects desirable.
- Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies and willing to travel to project areas.

Additional job responsibilities	
The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.	
Equal Opportunities	
The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
Child Safeguarding:	
We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.	
Health and Safety	
The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by:	Date:
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: