

## JOB DESCRIPTION

### MONITORING AND RESULTS MEASUREMENT SPECIALIST

Project	<b>Education for Employment in North Macedonia (E4E@MK)</b>
Location	<b>Skopje</b>
Job Title	<b>Monitoring and Results Measurement (MRM) Specialist</b>
Reports to	<b>Team Leader (TL)</b>

#### GENERAL DESCRIPTION

- The MRM Specialist is responsible for the design, improvement, management, and maintenance of the project MRM system according to defined standards.
- She/ he manages the planning and reporting processes of E4E@MK.
- She/ he advises TL in the strategic project steering with respect to its defined objectives.
- She/ he supports in enhancing the knowledge of the Project Implementation Unit (PIU) and the project partners, providing an evidence-based decision-making.
- She/ he supports the PIU and the project partners to understand the progress, results, and learning from the project's interventions.

#### MAIN JOB TASKS AND RESPONSIBILITIES

- Designs, continuously improves, maintains, and manages the project MRM system.
- Leads research design and coordination of data collection for defined interventions.
- Supports project partners to report essential information required by the MRM system.
- Coaches other PIU members on aspects of the MRM system that they use in their daily work.
- Manages internal strategic project review and steering, in coordination with TL.
- Provides indicators of performance/ results and reporting to external stakeholders.
- Cooperates with the Swiss Embassy in North Macedonia and other Swiss financed projects in the alignment of MRM baselines, indicators, and projections.
- Participates in the public promotion of the project.
- Reviews narrative reports from partners / service providers (incl. field visits).
- Ensures that transversal topics are incorporated within the project, both in the project's strategic documents and activities.
- Manages semi-annual reporting, annual reporting, and end-of-phase reporting to SDC and Helvetas in cooperation with the TL.

#### EDUCATION AND EXPERIENCE

**Mandatory:**

- Higher education in research-related social science (e.g. Master of economics, statistics, psychology) or equivalent qualifications.
- Familiar with both quantitative and qualitative research methods.
- At least 3 years of professional experience in MRM.
- Very good knowledge of computer applications MS Office.
- Fluent in Macedonian and English (reading, speaking, and writing).

**Additional Assets:**

- Knowledge of Albanian language.
- Good understanding of the Macedonian Vocational Skills Development system.
- Knowledge about DCED standard for results measurement.
- Experience in the work with NGOs and/ or international projects.

#### KEY COMPETENCES

- Very good analytical and conceptual skills.
- Target-oriented information and communication.
- Independent and well-structured mode of operation.
- Very good organizational and presentation skills.
- Good ability to work in a team.
- High willingness to learn.
- High ability to cope with stress and great flexibility.
- High responsibility and reliability.
- Loyalty and discretion.
- Willingness to travel in Macedonia and abroad.

Interested applicants are requested to send their **CV and a Motivation Letter in English** to:  
[e4einfo@helvetas.org](mailto:e4einfo@helvetas.org)

**Deadline for applications: 09.01.2023**