

MEL Specialist, USAID/Burma Diversity and Inclusion Scholarship Program (Hybrid)

Institute of International Education

Bangkok, Thailand

Job description

Job Title

The MEL Specialist will be responsible for the development and implementation of the MEL Plan and incorporate a collaborating, learning, and adapting approach to enrich program activities to achieve DISP goals and objectives. The MEL Specialist will report to the Chief of Party (CoP) and will collaborate with an array of stakeholders including IIE's Research, Evaluation, and Learning team.

Essential Functions:

- Development of MEL Plan across all components of DISP including Performance Indicator Reference Sheets (PIRS) for each indicator.
- Development of annual MEL Plans.
- In collaboration with the CoP, development of a collaboration, learning, and adaptation plan to identify challenges and successes and assist the program in making needed changes to achieve goals and objectives of DISP.
- Develop, plan and train staff and partners on data collection process under DISP.
- Contribute to quarterly and annual reports for USAID and other program deliverables.
- Work with scholars to ensure accurate information flow including guidance/support on scholar data collection, measurement, and reporting.
- Produce ad hoc reports for CoP, USAID, or other partners as needed.
- Lead the development and implementation of all MEL tools and activities including data collection and analysis.

The Institute of International Education ("IIE") has a hybrid work environment that allows team members a combination of in-office work and telework at any of the locations listed above.

Job Requirements

Education and Work Experience:

- Requires a bachelor's degree and at least eight (8) years of related experience, or an equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Monitoring and evaluation coursework or certificates.

- Minimum of five years of experience leading MEL activities on a donor funded program that preferably focused on scholarships or youth education. Experience on USAID-funded programs highly desired.
- Experience working managing MEL activities throughout the program life cycle including start-up, implementation, and closeout.
- Experience managing MEL databases.
- Experience developing collaboration, learning, and adapting plans.
- Experience collecting data from conflict areas with limited connectivity and participants who may have no experience with MEL or have disabilities.
- Knowledge and experience with development of evaluation tools and processes to support a MEL Plan including training staff and partners on data collection.
- Experience in designing and managing surveys and other data collection tools.
- Data visualization experience preferred.
- Experience working in Myanmar or similar Southeast Asian and South Asian countries is required.
- Knowledge of the Myanmar educational landscape and current operating environment.
- Fluency in English required and Burmese preferred.

Must be authorized to work in Thailand. This position is not eligible for work permit/visa sponsorship.

Work Conditions & Physical Demands:

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.