



Vacancy Notice

Adventist Development and Relief Agency (ADRA) Nepal working in the field of Health and Development in Nepal invites applications for the position of **Monitoring and Evaluation Specialist** for an anticipated Combating Trafficking in Persons Program. This position is contingent upon receipt of donor funding, Nepali citizens with an interest and experience in related field are encouraged to apply.

Monitoring and Evaluation Specialist - One

The responsibilities of this position include: (a) designing and implementing the monitoring and evaluation plan and strategy for the project; (b) establishing monitoring and evaluation system integrating gender and social inclusion considerations; (c) providing oversight for project results reporting in collaboration with Chief of Party and Project technical staff; (d) maintaining good coordination, liaison and communication between project team, implementing partners, evaluators and other stakeholders; (e) assisting Chief of Party to develop and operate systems for timely data collection, management, analysis and reporting of valid and reliable data that meets Donor reporting requirements; (f) providing Monitoring and Evaluation technical assistance for local partner organizations to enhance their capacity.

- **Competencies:** Master degree; trainings in monitoring and evaluation; three years or more years of progressive working experience in the field of Monitoring and Evaluation; demonstrated knowledge and experience in qualitative and quantitative research methods; sampling techniques and statistical analysis; working experience of International development projects of different donors is preferable; working experience in one or more aspects of human trafficking and labor migration is an advantage; excellent English writing skill; familiar with the software for statistic analysis; proactive and self starter.
- **Employment:** Employment Contract
- **Location:** Project districts

Suitable candidates are encouraged to submit a cover letter describing why the applicant would be suitable for the position described above and the complete Job Application Form available either at ADRA Nepal office Sanepa or the ADRA Nepal's webpage <http://www.adranepal.org> by mail ADRA Nepal, PO Box 4481, Kathmandu or email (recruitment@adranepal.org) by 01 February 2010. *Telephone enquiries will not be entertained.*