

Position	Monitoring, Evaluation, Research, Learning and Adaptation (MERLA) Officer
Reporting to	Senior Program Manager
Location	Port Moresby, The Voice Inc Head Quarters
Objective	The MERLA Officer is responsible for implementing the organisation's MERLA Plan.
Length/ Timing	Duration of projects subject to a 3-month probation
Key Responsibilities	<p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Coordinate the implementation of the Organisational MERLA Plan. • Support performance monitoring for all TVI work- ensuring data flow within the organisation. • Develop tools and methods to assess performance across the different work streams of TVI as needed • Provide technical assistance and training to staff in the use of MEL tools <p>Research and Learning</p> <ul style="list-style-type: none"> • Support the Senior Programs Manager to Coordinate a culture of learning, reflection and adaptation at TVI • Ensure systems and processes for continual learning and adaptation within TVI and provide recommendations to changes in approaches, interventions, performance monitoring, and/or work plans as necessary • Manage quarterly and other learning workshops/ opportunities <p>Reporting</p> <ul style="list-style-type: none"> • Support all TVI reporting needs with performance and outcome data as needed.
Selection Criteria	<ul style="list-style-type: none"> • Minimum Bachelor's Degree in social sciences or other relevant field required; advanced degree preferred • Minimum of five years of relevant work experience, including experience with a donor, contractor, or international NGO responsible for monitoring and evaluation. Experience with writing DFAT reports is desirable. • Strong research and qualitative data analysis skills e.g. context analysis. • Excellent qualitative and quantitative research skills • Strong analytical skills and an understanding of a range of methods for participatory, ongoing and evidence-based learning • Demonstrated ability to design and manage monitoring and evaluation systems in dynamic operating environments • Experience training program staff in monitoring and evaluation methods and systems • Excellent interpersonal skills; ability to build support from staff across teams and across members, as well as to build the capacity of others • Strong communication skills, including interpersonal and in written and oral English.
Remuneration	Rates are competitive with level of experience.