



Catalyste+ is a leader among economic development organizations. We aspire to reduce poverty in a sustainable way and stimulate economic growth in Canada and abroad. Our advisors are high-level professionals who share their knowledge and know-how in a meaningful way.

Officer, Monitoring, Evaluation & Learning (MEL)

SUMMARY

The Officer, Monitoring, Evaluations & Learning (MEL) provides technical expertise and support to strengthen the application of Catalyste+'s MEL system. Reporting to the Senior MEL Manager the individual will support program staff and volunteers to design strategy & plan activities, and implement a robust results-based management system with aim to prove and improve results from Catalyste+ projects. This position is preferred to be based in either Toronto or Montreal. However, qualified candidates based anywhere in Ontario, Quebec, British Columbia or Northwest Territories will also be considered.

PRIMARY RESPONSIBILITIES

- Supports the application of Catalyste+'s MEL system, working in collaboration with staff and volunteers in different departments and time zones;
- Provides guidance and technical expertise to project team to ensure consistent application of MEL tools, templates and processes in alignment with the DCED Standards of results measurement;
- Supports the program team collect data to capture project activities, outputs and outcomes;
- Processes, analyzes and consolidates data (qualitative and quantitative) to generate high quality insights to support management decision making in the project;
- Provides necessary assistance in timely development of high-quality case studies, annual report, annual work plan, special studies and other documents in response to routine and ad-hoc needs of internal and external stakeholders;
- Guides project staff effectively contribute to Gender Equality & Women's economic empowerment (GE/WEE) aspects of the MEL tools, templates and processes
- Supports management of Catalyste+'s database and ensures integrity of data related to project results.

KNOWLEDGE AND SKILL REQUIREMENTS

- University degree or college diploma in a related field
- Technical skills in evaluation and research methodologies, including results-based management, evidence-based planning, quantitative and qualitative methods, gender-based analysis, environmental analysis and participatory evaluations
- Strong understanding of gender sensitive value chain analysis
- Strong analytical and interpretive skills
- Work experience with an international development organization
- Ability to work independently and communicate well with remote-located staff
- Strong presentation skills with the ability to persuade and articulate results to stakeholders

- Superior written communication and experience preparing reports for Government funders
- Ability/skill to deal with sensitive issues in a diplomatic fashion
- Fluency in **English and French** (written and oral) required (*expert or advanced level in both languages is necessary for this position*).
- Fluency in Spanish (written and oral) an asset

Please send your resume and cover letter, indicating **MEL Officer** in the subject line, to:

Jennifer Rovet, Recruitment Manager

jrovet@catalysteplus.org

Application deadline : June 11, 2023 (11:59pm EST)

Catalyste+ is an employer who subscribes to the principle of equal access to employment.
We thank all applicants for their interest, but only those selected for an interview will be contacted.