



International Development Law Organization
Organisation Internationale de Droit du Développement

Monitoring, Reporting & Information Officer

IDLO seeks to strengthen the rule of law and good governance in developing countries and countries in transition to provide security for the individual, to reduce poverty by protecting individual rights and economic activity, and by strengthening judicial and local institutions to promote a viable legal framework for commerce, trade, and investment.

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About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization dedicated to promoting the rule of law and good governance in developing countries, transition economies, and nations emerging from conflict. IDLO's objective is to help these countries establish legal frameworks needed to achieve sustainable, equitable development. It is the only intergovernmental organization with a mandate to work solely at the nexus of law and development.

In 2008, IDLO fully adopted and implemented a Results-Based Management (RBM) system. RBM sets realistic goals, benchmarks and monitors progress, evaluates performance, and integrates lessons learned into decision making. IDLO's Assembly of Parties recently approved a [Strategic Plan for 2009-2012](#) that will guide IDLO's programming and management objectives, and set a performance reporting framework. This development will result in systematic evaluation of activities and identification of lessons for future programming, monitoring, and evaluation systems. Additionally, IDLO's strategic objectives for 2009-2012 reflect the interdependence between rule of law and human, economic, and social development.

IDLO has its headquarters in Rome, Italy and Regional Centers in Cairo, Egypt (covering Arabic-speaking countries) and Sydney, Australia (covering the Asia Pacific region). IDLO currently operates project offices in Afghanistan, Indonesia, Kyrgyzstan, and South Sudan.

For more information, please visit IDLO's website at www.idlo.int.

The Position

IDLO seeks a Monitoring, Reporting & Information Officer for its Headquarters in Rome, Italy to assist in the implementation of its 2009-2010 research program focusing on legal reform. A one-year project-based consultancy, this position reports to the Director of Research, Policy & Strategic Initiatives Unit.

The Monitoring, Reporting & Information Officer is responsible for:

- Preparing and implementing monitoring and evaluation plans for select research projects;
- Preparing and supervising the application of all supporting Monitoring & Evaluation tools, including logical frameworks, indicators, data collection tools, databases, etc., while ensuring their suitability to research activities;
- Providing on-the-job training to IDLO and partner staff on applying Monitoring & Evaluation tools;
- Supervising the collection, input, and quality oversight of all Monitoring & Evaluation related databases;
- Regularly analyzing data and presenting performance monitoring findings to IDLO staff and other project stakeholders;
- Preparing periodic reports for program stakeholders and IDLO management as well as producing contractually obligated reports for donors;
- Coordinating and assisting with any in-country evaluations;
- Liaising with other project stakeholders, including governments, NGOs, etc., on monitoring and reporting issues; and
- Producing material suitable for inclusion in a series of success stories, best practices, fact sheets, "lessons learned" papers, newsletters, and other external relations materials which will showcase program accomplishments.

Ideal Candidate Profile

IDLO seeks a Monitoring, Reporting & Information Officer with a genuine interest and passion for **the organization's mission**. **The ideal candidate will have a broad-based** background in monitoring and evaluating research programs as well as a demonstrated track record of managing databases and translating large amounts of information into succinct findings and conclusions for project stakeholders and senior managers.

The selected candidate must have excellent communication skills, particularly in translating or discussing complex information tailored to a variety of audiences. We seek a Monitoring, Reporting & Information Officer who is precise and capable of working with tight deadlines as well as someone who takes initiative and uses sound judgment.

Solid organizational and analytical skills are required. The selected candidate will have a demonstrated history of working as a self-starter with a proven ability to produce results as well as bring value-added solutions to challenging issues. The new Monitoring, Reporting & Information Officer will bring enthusiasm, a responsible attitude, and the ability to work as a member of a multi-cultured team as well as the flexibility to participate in a wide variety of tasks.

Creating an environment of teamwork and cooperation is essential. The ideal candidate will have the knowledge and interpersonal skills to interact effectively with colleagues and foster relationships based on mutual respect and trust.

Minimum Qualifications

A minimum of five to seven years of progressive experience in designing and implementing monitoring and evaluation plans for development research projects is required. Familiarity with results-based management concepts and tools is essential. Experience in outcome mapping, empirical research design, legal reform and legal empowerment programs, and legal development programming in transition and post-conflict settings is highly desirable.

A University degree in social sciences, or a related field, is required. Fluency in English, both **spoken and written, is also required**. A working knowledge of IDLO's second official language, French, would be helpful.

How to Apply

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications. **To apply, please visit IDLO's employment website at www.idlo.int/jobsPC.**

