ADA is a Luxembourgish non-governmental organisation that strengthens the autonomy of vulnerable people in Africa, Central America and Asia by leveraging inclusive finance to improve their living conditions. ADA focuses on supporting young entrepreneurs, strengthening agricultural and forestry value chains and giving vulnerable households access to basic services.

Working at ADA means joining a medium-sized, multicultural organisation that implements innovative programmes with a view to contributing to the Sustainable Development Goals. Our young and engaged team strives to meet the needs of vulnerable populations with a lasting impact.

ADA is currently recruiting a:

**Monitoring, Evaluation and Knowledge Management Officer (MEAL) (permanent contract)**

to join ADA's growing Knowledge Management team.

The team identifies, builds and shares knowledge derived from projects carried out by ADA or other organisations, defines common project management methodologies and tools and coordinates the various levels of project reporting and ADA's other activities.

The new hire will mainly contribute to knowledge management activities, particularly on agricultural and forestry value chain projects, but may also be asked to work on methodologies and reporting.

**Responsibilities:**

- Contribute to the definition of project monitoring and evaluation systems and key performance indicators, in particular on agricultural topics, in collaboration with project managers and partners
- Contribute to building knowledge derived from projects and documenting such knowledge
- Support project partners in defining protocols for surveys of project beneficiaries
- Contribute to reports and publications based on surveys, project evaluations and knowledge building activities
- Disseminate knowledge via various channels, organise knowledge and experience sharing events and possibly present results and/or moderate discussions
- Participate in any other activities of the Knowledge Management team.

**Profile:**

- University degree in development economics, international cooperation, development project management, or more broadly in economics or social sciences
- At least 3 years' professional experience in roles that involve managing and/or monitoring and evaluating projects and/or the production of studies
- Interest in and in-depth knowledge of inclusive finance, agriculture and development issues in general (role of the private sector in development, tackling poverty, climate change, etc.)
- In-depth knowledge of survey methods and the ability to analyse quantitative and qualitative data
- Excellent knowledge of Excel and data analysis and visualisation software (Stata, R, PowerBI, etc.)
- In-depth knowledge of project cycle management, the theory of change and the logical framework approach
- Excellent ability to analyse and synthesise information
- Excellent level of oral and written English and French, ideally also of Spanish
- Excellent planning and organisational skills, a high level of accuracy and autonomy
- Team worker, flexible, adaptable to change.
Please note that this is a permanent contract based in Luxembourg City with occasional foreign travel.

If you are interested in this role and would like to join ADA, please apply by following this link by 6 September 2023: Monitoring, Evaluation and Knowledge Management Officer.