



A Network of People
Building Peace

Vacancy

Global Partnership for the Prevention of Armed Conflict (GPPAC)

Planning, Monitoring and Evaluation (PM&E) Officer (part-time, 32 hours)

About GPPAC

The GPPAC Foundation is a non-governmental organisation that promotes conflict prevention and peacebuilding strategies and supports and connects people working for peace worldwide. It is the Global Secretariat of the Global Partnership for the Prevention of Armed Conflict (GPPAC), a network of civil society organisations working in this field. We facilitate connections between network members for learning and knowledge exchange, and we work to make sure that the voices of local civil society organisations are heard in national and international policy arenas. GPPAC seeks to build a new international consensus on the way in which we approach violent conflict, calling for a fundamental change: a shift from reaction to prevention. For more information see: www.gppac.net

About the position

The PM&E Officer collects, updates and improves data and information, knowledge and analytics in order to support the team in delivering its core task and safeguard the outcomes of GPPAC's work; The PM&E Officer also contributes to the improvement of the level of PM&E expertise in the team. GPPAC uses the Outcome Harvesting methodology for its PM&E.

Main responsibilities

Management information: monitor sources of information that are relevant for the core task of the team; gather all relevant data and processing that into management information.

Communication: take care of consistent presentations to the team and other relevant stakeholders; communicate with different target groups.

Analytics: bring in-depth knowledge on themes that contribute to the team goals.

Duties

- Manage the Planning, Monitoring & Evaluation (PM&E) system in line with the Strategic Plan and donor commitments/requirements.
- Develop and maintain the PM&E guidelines and ensure supportive tools, such as the PM&E database.
- Be responsible for the overall Monitoring & Evaluation planning
- Manage collection, quality and consolidation of PM&E information.
- Coordinate the Strategic Partnership project funded by the Dutch Ministry of Foreign Affairs, and be the main point of contact with the alliance partners.
- Ensure consistent PM&E in project development and donor reporting.
- Support and supervise external evaluations of GPPAC programmes and activities.
- Capacity building on PM&E for GPPAC network members, project consortium and GPPAC staff.

Work relations

The PM&E Officer is part of the Operations team, reporting to the manager of the team. He/she will be in close contact with the Global Advocacy team and the Regional Support team and has a very an important role in consolidating the input out of the teams into clear management information and reporting.



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The ideal candidate

The ideal candidate is an expert in their field, a good presenter and communicator who knows how to convey a message; is passionate about gathering data and is capable of turning issues and challenges into constructive solutions.

Requirements

Experience

- At least five years of relevant work experience
- Experience with PM&E making use of qualitative approaches. Knowledge of Outcome Harvesting is nice to have.
- Experience with PM&E for a Strategic Partnership with the Dutch MFA is an asset.
- Experience with filling and maintaining IATI database

Competences

- Analytical, problem-solving, communication and presentation skills.
- Independent, flexible, accurate and capable to work with strict deadlines.
- Oral and written proficiency in English and Dutch; other languages, notably Spanish, French or Arabic, are an asset.
- Preferably, experience working in a not-for-profit environment and affinity with international cooperation and conflict prevention.

Education

- University degree in development studies, conflict studies, organisation or business management.

Legal

- A valid permit to work in the Netherlands is an absolute requirement.

What we offer

GPPAC offers an interesting and challenging job in an attractive, international and flexible work environment. GPPAC is an equal opportunities employer. Conditions are in accordance with Dutch Labour Law.

Employment: a contract for twelve months with the possibility to renew.

Working hours: minimal 32 hours

Salary: we are offering a salary in accordance with the market, dependent on the experience of the candidate.

Location: The Hague, the Netherlands

How to apply

Please apply by sending a cover letter explaining your interest and qualifications, accompanied by a CV **no later than 1st of January 2020**, by email to [recruitment\[at\]gppac.net](mailto:recruitment@gppac.net). For processing purposes, please put only 'PM&E Officer' in the subject line of your email message.

If you have questions about the position, you can send them to Ms Victória Carreras via the same email address. In that case, put only 'Enquiry PM&E Officer' in the subject line of your email message.

The first round of phone interviews will take place in the second and third week of January.

Only shortlisted candidates will be contacted.