



Vacancy

# MONITORING, EVALUATION AND LEARNING SENIOR MANAGER (F/M/X) - MATERNITY COVER

The International Paralympic Committee (IPC) offers the position of a full-time **Monitoring, Evaluation and Learning Senior Manager (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting in October 2022.

## ABOUT THE IPC

At the IPC, we work as one team, aligned and focused on fulfilling our vision and mission.

The IPC's vision is for an inclusive world through Para sport. We believe that **Change Starts With Sport**, and that the work of the Paralympic Movement is a catalyst for driving social inclusion and advancing the UN Convention on the Rights of Persons with Disabilities and the UN's 17 Sustainable Development Goals.

The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

The IPC is the global governing body of the Paralympic Movement. We oversee the delivery of the Paralympic Games and Paralympic Winter Games and serve as International Federation for six Para sports. We enjoy a positive working relationship with the IPC Governing Board, members of which are democratically elected every four years by the IPC General Assembly.

The IPC is a purpose-driven non-profit association. Our mission is to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

**INTERNATIONAL PARALYMPIC COMMITTEE**

Adenauerallee 212-214, 53113 Bonn, Germany / [paralympic.org](http://paralympic.org)  
MembershipJobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

## ROLE

The **Monitoring, Evaluation and Learning Senior Manager** is accountable to the Head of Membership and will be responsible for providing strategic and evidence-based support to the Membership and Impact Department's decision-making process, overseeing the Monitoring, Evaluation and Learning function.

The Monitoring, Evaluation and Learning Senior Manager plays a key role in the leadership team of the department by providing insights and guidance to strategy and programming.

The duration of the contract is twelve months, running from October 2022 until September 2023.

## CORE RESPONSIBILITIES

### Monitoring

- Provide technical oversight and support to leadership, projects and staff in planning and implementing Monitoring & Evaluation systems and activities, data-based decision-making, and results reporting
- Generate quarterly reports tracking project progress against key indicators
- Design, oversee and report on data collection processes related to the Membership and Impact Department's contributions to the IPC strategic plan
- Supervise, mentor, and build the capacity of Monitoring, Engagement and Learning staff and project teams

### Evaluation

- Plan and implement field visits for project data validation and capturing lessons learned
- Plan and implement both internal and external project evaluations

### Learning

- Support the Chief Membership and Impact Officer in developing a research strategy, the focus of which is capturing the return on investment from Para sport
- Plan and implement project learning activities
- Capture and document lessons learned, ensuring these are built into ongoing and future activities

### Information management

- Oversee the concept review of IPC's Extranet for facilitating lessons and experience sharing among members
- Oversee the set-up of the Membership Department SharePoint

## CORE REQUIREMENTS

- University degree or equivalent education in International Development, Sport for Development, Social Sciences, Research Methods, or related field
- Eight years' work experience developing and implementing monitoring and evaluation systems related to sport development, sport for development and/or international development
- Solid knowledge of Results Based Management (RBM), including the design and development of logic models and performance measurement frameworks at organisation, programme and project levels
- Experience using statistical software for data analysis
- Knowledge of gender mainstreaming and inclusion approaches to monitoring and evaluation
- Experience leading and developing teams
- Proven capacity to coordinate multiple projects at the same time through effective planning and organisation skills
- Proven ability to take initiative when problems arise, propose solutions, support decision-making processes, and successfully navigate change
- Able to adapt and to maintain a positive, solution-oriented attitude
- Strategic thinker, with the ability to engage at detailed project level
- Advanced proficiency in using Microsoft Office tools (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written command of the English language

## DESIRED REQUIREMENTS

- Knowledge and experience in a sport's organisation
- Proven experience handling SharePoint and related tools, such as Power Automate and Power Apps
- Fluency in additional languages

Do you want to [apply](#)?

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English and in pdf to [MembershipJobs@paralympic.org](mailto:MembershipJobs@paralympic.org).

For this position, we will review applications and interview candidates on a rolling basis.

The IPC is an equal opportunity employer, and we especially encourage individuals with a disability and members of minority groups to apply; we support the relocation process and provide transitional accessible accommodation. For

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further information on the IPC, please contact us or visit our website under [www.paralympic.org](http://www.paralympic.org).

**We look forward to your application!**

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