Monitoring, Evaluation and Learning (MEL) Officer
(Part-Time Position: Berlin, Germany, 16 Hours/Week)

We are looking for an enthusiastic individual with a passion for nonprofit work to join our international program team as a Monitoring, Evaluation and Learning (MEL) Officer. The successful candidate will be focused on assisting Skateistan's data management, analysis and reporting. You will work closely with the MEL Manager in Berlin to ensure that the data from the Skate Schools is calculated, and well presented to stakeholders and the teams in Afghanistan, Cambodia and South Africa. You'll take the lead on fact-checking data, and maintain Skateistan's global database and dashboards to make sure all data collected from the Skate Schools is complete, stored neatly and easily accessible. Most of the work will be completed using Excel, Salesforce and Google suite. There may also be the opportunity to collaborate online with program and monitoring staff in Afghanistan, South Africa and Cambodia.

This is a part-time position of 16 hours per week, for one year.

Responsibilities

- Prepare all monitoring, evaluation and learning activities for the Skate Schools according to the annual activity plan.
- Calculate and present results, and assist with both qualitative and quantitative data analysis.
- Maintain Skateistan's global student database (Salesforce), including:
  - Student registration: ensuring the database is updated monthly with full information from new students
  - Student attendance: ensuring data is updated from the Skate Schools daily
  - Flagging any missing, duplicate or incomplete data for the Skate Schools, especially relating to low performance of goals set
  - Supporting the programs team at the Skate Schools and in Berlin with any database troubleshooting or assistance
- Assist with all other monitoring, evaluation and learning activities, including;
  - Database reports and dashboards
  - Stakeholder reports (monthly, quarterly, bi-annually)
  - Periodic data evaluation
  - Global and Skate School progress analysis on program goals and outcomes
  - Organized documentation of MEL data and results
  - Specific projects focused on cross-cutting program themes such as digital education development, mental health and wellbeing, gender, disability, and/or youth leadership
  - Presenting and discussing program trends in relation to Skateistan's progress towards global and Skate School goals and outcomes.
- Collaborate with the Programs team to further develop MEL activities for the organization

Performance Indicators

- All MEL activities are completed, and indicators on Skateistan's logical framework are calculated and analyzed in time for Skate School learning discussions and stakeholder reports
- Daily student attendance is checked on the online database
- Programs database is well maintained with any missing, duplicate or incomplete data followed up with swiftly

Professional and Academic Qualifications

- Recent graduate of International Development, Impact Evaluation, Social Science or related disciple with a strong emphasis on working with both qualitative and quantitative data
- Experience in using Excel, Salesforce, R or another data science system
- Experience in administration or office environment
- Proficiency in English
- Experience volunteering for a nonprofit organization
- Additional qualifications or experience working with children or using child-friendly data collection methods
- Experience working in a program, admin or monitoring capacity for a non-profit organization

Competencies and Knowledge

- Knowledge of SMART indicators
- Familiar with gender and child rights, either from studies or in a professional context
- Knowledgeable and passionate about sport and youth culture
- Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity
- Advanced writing, presentation and verbal communication skills
- Strong analytical skills to identify trends
- Excellent English, both written and spoken
- Proficient computer skills using Google Suite
- Demonstrated ability to manage multiple priorities, deadlines, and tasks efficiently
- Organized and self-motivated
- Demonstrated ability to set and meet goals – both professional and personal
- Excellent judgment and discretion

Skateistan is an equal opportunity employer and values diversity. We encourage applications from people who identify as ethnic minorities, people with disabilities and individuals from groups that have been marginalised. Skateistan has zero tolerance for child abuse, and we require every employee and volunteer to sign our child protection policy declaration and pass a thorough check up including but not limited to a police clearance certificate.

If you are interested in applying for this position, please send CV and Cover Letter to jobs@skateistan.org with the subject MEL OFFICER by *Wednesday September 25th, 2019.*
Only shortlisted candidates will be contacted.