



## **JOB ANNOUNCEMENT**

### **Position: Monitoring and Evaluation Manager**

The Albanian-American Development Foundation (AADF) is looking for an individual who will be in charge of cooperating with the program and project managers on the technical level from the early stages of project development and implementation, ensuring that indicators are directly linked to objectives, results and data sources, and will prepare reports as needed by AADF.

Albanian-American Development Foundation (AADF) was created in 2009 by the Albanian-American Enterprise Fund with the support and encouragement of the United States Agency for International Development (USAID) and the United States Government. The mission of AADF is to facilitate the development of a sustainable private sector economy and a democratic society in Albania and to contribute to stability in Southeastern Europe.

#### **Main responsibilities include, but are not limited to, the following:**

- Collect, analyze, and report data on inputs, activities, outputs, outcomes, and impacts as well as external factors, in a way that supports effective management
- Develop and follow standard procedures to ensure that data is gathered in a technically sound manner, is consistent, and can be compared throughout the years
- Report and supervise general monitoring and evaluation approaches, practices, and tools
- Produce the M&E reports on time
- Provide managers, decision-makers, and other stakeholders with regular feedback on progress in project implementations and results and early indicators of problems that need to be corrected.

#### **Required qualifications and competencies:**

- A bachelor's degree in a related field (a Master's degree would be an asset)
- At least 5 years of relevant work experience
- Knowledge of relevant software used in areas of data and statistical analysis
- Ability to interact and communicate with a wide range of stakeholders both verbally and in writing
- Organizational skills including multitasking and time management



- Strong communication skills and ability to write clear and concise reports in English
- Integrity, strong professionalism, and solid ethics.

### **Application Instructions:**

Only those who meet the above requirements are requested to send their Curriculum Vitae, and Motivational letter to the following email address: [careers@aadf.org](mailto:careers@aadf.org). Please reference the job title in your message. Electronic applications are accepted only.

All applicants will receive a confirmation that their electronic submission was received. Only shortlisted candidates will be contacted for an interview.

Applications will be evaluated in accordance with Law no. 9887, dated 10.03.2008 on the Protection of Personal Data (as amended).

**Deadline for applications:** January 31, 2023.