

SPECIALIST (m/f) – Monitoring, Evaluation & Learning (MEL) / Education Evaluation Specialist – Data Monitor and Analyst (m/f)

The CEF (www.cef-see.org) is an international organization based in Ljubljana, Slovenia.

We support capacity development of public officials and their institutions in South East Europe (SEE) through learning and knowledge sharing. We primarily serve ministries of finance, tax administrations, and central banks in Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Serbia, Slovenia, and Türkiye. As a key learning partner, we have specified four thematic priorities for our work: public financial management, central banking, leadership for managing reforms, and learning and knowledge ecosystems.

Our strategic objectives are aligned with the [six building blocks of a learning organization](#), and frame the setting of annual objectives and key performance indicators, for the institution and in our personal performance plans – keeping us connected with our [Strategic Direction for 2022–2026](#). We monitor our joint progress on these objectives and make necessary adjustments. We also systematically measure the outputs and outcomes of our activities and explore how learning and knowledge sharing happens, how it nurtures emerging ideas, and how it promotes change. In Value Creation Stories, we give voice to learners and partners to self-reflect and articulate the benefits of learning and knowledge sharing activities that they experience. Through surveys, we gather feedback on the activities that we deliver; and, through statistics generated from different data systems, we generate additional evidence. Those data systems are further developed through our in-house IT expertise, in collaboration with the data users.

To support our decision-making, we have structured and integrated systemic risk management into our management systems, which we continually refine and improve. All CEF Secretariat team members participate in risk identification, monitoring and mitigation through regular meetings, whereby key information is traced in a register.

Job Purpose

We would like to welcome a new colleague at the specialist-level to our Strategy Team to support the CEF's MEL function and the CEF program delivery. MEL specialists bridge the gap between program implementation and impact assessment, and work in various sectors: nonprofits, governments, foundations, and consultancies.

Duties and responsibilities

- Pacing the preparation process of the CEF strategy, including the organization of strategy retreats for the CEF Secretariat Team and consultations with key stakeholders
- Identifying opportunities to improve our MEL data collection and processing
- designing and facilitating knowledge and experience exchange in the field of MEL – internally among the CEF Secretariat Team, and also externally with our target audience and partners
- Back-stopping (data collection and processing) of selected CEF projects and leading the facilitation of selected program activities, especially in the field of MEL and focused on Montenegro
- Leading the CEF's overall progress reporting to its core donor and Governing Board, along with generating key statistics for the overall CEF annual reporting

- Analyzing what data we gather, how it is stored and used, and carrying out recommended improvements
- Assisting the systematic monitoring and mitigation of risks
- Working with colleagues across different thematic focuses of our program, and cooperating with many CEF experts and partners
- Contributing to strengthening CEF decision-making, program design, organizational development, and overall impact

Desired skills and experience:

- Graduate or Masters in economics, sociology, public policy, computer science, or similar
- Three years of relevant work experience – ideally working in an educational environment – and knowledge in both quantitative and qualitative data analysis preferred
- Background knowledge in evidence-informed policymaking; project, program and strategic planning; as well as monitoring and evaluation
- Familiarity with reform developments in SEE and objectives of international development cooperation
- High energy, team-oriented, people-focused with a passion for excellence consistent with CEF's learning culture and core values
- Familiarity with tasks, processes, and roles in project management and operating with the utmost integrity
- Skills to write and present in a cohesive, concise, and clear manner
- Strong analytical skills, including the use of relevant IT tools (e.g. MS Excel)
- Competency to learn new technologies and integrate them with existing technology
- Enjoy independent and proactive work in a dynamic team, love working with people, and understand cultural diversity
- Capacity to handle short deadlines and show attention to detail
- Have strong organizational and communication skills to manage a learning event towards achieving its learning objectives
- Familiarity with adult learning methodologies and tools
- Fluency in English (additional see languages are a plus)
- Readiness to travel (mostly to SEE countries, especially Montenegro) at least once per quarter

The position provides excellent opportunities for your personal and career growth. In addition to onboarding, and on-the-job mentoring and learning, the CEF provides opportunities for attending relevant training opportunities and encourages secondments and other professional exchanges with other institutions. A selected candidate will **work evenly between the CEF headquarters** in the heart of Ljubljana and **remotely from home**.

Please note that a selected candidate will receive a **fixed-term contract** with a six-month probation period.

If you are passionate for this role and tasks, and would like to join our team, you are invited to apply by sending your CV together with a cover letter in English to our external HR partner at: pisarna@trescon.si (code: d.m. 5805).