

Position Title: Sector Specialist – Monitoring and Evaluation (M&E)
Position Location: Ottawa, Ontario
Status: Fixed Term Contract – End Date December 31 2019
Travel Requirement: International Travel required

The Canadian Co-operative Association's (CCA) has been working side-by-side with its global partners to create sustainable co-operatives for over 40 years. Our culture is defined by the extraordinary talent that work and volunteer with our organization. We are committed to employment equity, diversity in the workplace and a collective desire for continuous learning and growth. CCA is seeking an experienced Monitoring and Evaluation (M&E) Specialist.

GENERAL DESCRIPTION

Leads the implementation of Monitoring & Evaluation at the Canadian Co-operative Association. Develops strategies, guidelines, technical materials, and technical expertise for M&E at CCA. Supports CCA as a learning organization. Liaises with program staff and management team to consolidate CCA's learning and disseminate international good practices. Provides M & E expertise for proposals, project designs and evaluations. Develops relationships in Canada and abroad that raise the CCA profile, strengthen CCA's practice, and builds momentum for bids and business development.

POSITION RESPONSIBILITIES

- In coordination with program staff, develops and maintains CCA's monitoring and evaluation standards.
- Provides technical expertise (TA) to projects and hands-on support with concrete ideas and recommendations for integrating M & E. This TA includes but is not limited to: building partners' M&E capacity; developing terms of reference for hiring local staff or consultants; supporting the selection of qualified local staff or consultants; reviewing consulting reports.
- Collaborates with other CCA specialists to develop plain language guidelines, subject guides, training materials and tools/solutions that are innovative and in line with CCA's strategies.
- Leads organization-wide support for M & E by identifying gaps and strategies to address them, and to increase effectiveness of M&E tools in programming.
- Builds capacity of programming staff through leading learning opportunities to improve application of tools and processes and updates to evolutionary thinking around M & E.
- Contributes to institutional learning and innovation by working closely with program staff to document lessons learned and translate these into programmatic changes.
- Oversees periodic reviews of projects and partners to mitigate risk, and ensures consistency within project and organizational level objectives and good practices.

- Supports responses to RFP or sole-source processes (bids) to expand project portfolio and sources of revenue.
- Strengthens linkages with partner, donor agencies and government, in close collaboration with senior management and program staff.
- Provides support to intern, volunteer and consultant recruitment, and orientation to ensure effective and consistent delivery of technical assistance overseas.
- Represents CCA, M&E and the co-operative model at domestic and international events, forums and conferences.
- Provides content and input to CCA sector-related communications.

KEY REQUIREMENTS

- Superior knowledge of M&E methodologies, theory, and practice.
- Demonstrated experience applying M&E in practice, both quantitative and qualitative methodologies.
- Experience mainstreaming M&E and managing organizational change thereof.
- Proven experience with training and facilitation.
- Demonstrated knowledge of international development, project management, results-based management (RBM), financial reporting and control, and a commitment to co-operative forms of enterprise (co-op model).
- Understand ethical behaviour and business practices, and ensure that one's own behaviour and the behaviour of others is consistent with these standards, and aligns with the values of the organization.
- Ability to provide advice, facilitate discussion, resolve conflict, develop relationships, establish trust, credibility and respect.
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Positively influence others to achieve results that are in the best interest of the organization.
- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Determine strategies to move the project forward, set goals, create and implement actions plans, and evaluate the process and results.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

WORK EXPERIENCE

- Five+ years in implementation of M&E in programs and projects.
- Strong program/project management experience.
- International work experience.

EDUCATION REQUIREMENTS

- University degree in a relevant field and/or accreditation and/or equivalent experience.

CONSIDERED AN ASSET

- Proficiency in other languages (French, Spanish).

APPLICATION PROCESS & DEADLINE

1. Applications must be received **no later than 4:00 pm Friday, April 7, 2017**.
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume. Cover letter **must include salary expectation**.
4. Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to cca.apply@coopscanada.coop