



Mekong Institute Vacancy Announcement

MEL Manager

Position Title	Manager of Monitoring, Evaluation and Learning (MEL)
Position Level	M4
Department - Unit	Greater Mekong Community Affairs (GMCA)
Reports to	Director of Greater Mekong Community Affairs (GMCA)
Location	Khon Kaen, with travel in the region
Type of staff	Regular Staff

This position description is the basis of the position holder's employment contract with Mekong Institute (MI). It sets out the employee's roles and responsibilities and what he or she is expected to deliver to contribute to MI's work. Managers will use the position description to guide the employee in his or her work and as the basis for the annual performance evaluation process.

Mekong Institute

MI is an intergovernmental organization that contributes to regional cooperation and integration through capacity development, dialogue, and advocacy for the acceleration of sustainable socioeconomic development and poverty alleviation in the Greater Mekong Subregion (GMS).

Founded and represented by Cambodia, P.R. China, Lao PDR, Myanmar, Thailand, and Viet Nam, MI's strategies are aligned with the core tenets of the GMS Cooperation Program Strategic Framework 2030, ASEAN Economic Community, and the 2030 Agenda for Sustainable Development.

MI supports these frameworks through the implementation of projects across the areas of Agricultural Development and Commercialization (ADC), Trade and Investment Facilitation (TIF), and Sustainable Energy and Environment (SEE), while addressing issues of social inclusion and vulnerability, digital economy and innovation, and labor mobility to cement holistic and sustainable development impacts in the subregion and beyond.

Role of the Unit

The MEL Unit plays a key role in ensuring that MI has in place and is using all the monitoring, evaluation, and learning systems and tools necessary for internal management, external reporting, and quality assurance purposes and that the systems are applied across the whole organization. The Unit will serve as the central hub for creating, recording and disseminating data about MI's work and results. To do this, the Unit will ensure that:

- Appropriate MEL systems and tools are in place and kept up to date for all departments and teams;
- Program staff are able to integrate MEL into the design and implementation of all new projects and activities;
- Data collection is timely and accurate; and,
- Data analysis and presentation are appropriate for internal management reporting, lessons learned, quality assurance, and for external reporting purposes.

Position Description

The role of the MEL Manager is to set up, manage and lead the implementation of MI's organization-wide MEL system. Playing a key role in facilitating the input of MI departments and units, the Manager is responsible for ensuring that the relevant staff understand the importance of MEL and can implement the systems effectively. Additionally, the Manager is responsible for providing Senior Management Team and other stakeholders with high-quality analytical reporting on the results of MI's work and for leading organizational performance assessment processes.

Main Deliverables, Responsibilities and Tasks

Key Deliverables

- A fully established and well-functioning organization-wide MEL system
- A fully established and well-functioning MEL Unit that guides and supports all other departments in MEL activities and oversees the gathering and recording of data
- Up-to-date and accurate analysis of MEL data to provide senior management and other key stakeholders with evidence-based learning and recommendations for decision making
- All relevant staff have the knowledge, understanding and skills needed for systematic M&E data collection and recording
- Organizational report development

Main Responsibilities and Tasks

- Advise and guide the setup and management of monitoring software systems to effectively capture and display project data as the key tool for reporting
- Ensure appropriate systems, indicators and tools are developed and implemented to enable all MI departments meet institutional and donor requirements for results-based monitoring, outcome and impact measurement
- Ensure mechanisms for the utilization of MEL data to inform program and project development by working closely with Program Managers and teams to incorporate appropriate MEL systems, tools and activities into planning
- Provide expertise in M&E planning and methodology
- Provide accurate and timely analytical reporting for senior management to facilitate and promote evidence-based learning, reflection, and decision-making for effective oversight and organizational decision making
- Perform quality assurance checks on the data captured in M&E systems
- Manage evaluations and other activities such as baseline surveys, including design, budgeting, data collection and analysis and report writing
- Oversee MEL capacity development within MI to ensure staff have the understanding and skills needed for implementation of MEL systems
- Provide support to proposal development for M&E components, logistical framework development, and attend partner meetings as required
- Support program departments, including Communications and Knowledge Management, to appropriately format and disseminate results to stakeholders at all levels
- Develop, implement and review MEL Unit work plan and budget in line with the organizational strategy and planning processes
- Lead organizational performance assessments
- Manage and support the MEL Unit staff to enable them to work effectively in guiding and supporting MEL activities across MI
- Maintain up-to-date knowledge of MEL practice and introduce innovations to MI as relevant
- Any other reasonable task requested by senior management

Required Qualifications, Skills and Experience

Essential

- Master's degree in statistics, applied sociology, monitoring and evaluation, international development, or related field
- At least five years' experience in:
 - o Managing comprehensive MEL systems, demonstrating the impact of programs and projects, using qualitative and quantitative data
 - o Managing a team, ensuring optimum staff performance and efficient delivery against requirements and ongoing team capacity development
- Knowledge of international grant management and how it relates to MEL of programmes
- Excellent working knowledge of computer software packages for data handling and management
- Proven ability to support, mentor and build MEL capacity across the organization through various means, including staff capacity development
- Proven ability to develop and support others to develop MEL frameworks, theories of change and/or Log Frames for donor-funded projects
- Proven Ability to generate accurate qualitative information and analysis
- Excellent analytical and writing skills in English

Desirable

- Ability to speak any of the GMS country languages

If you have the skills and experience to exceed in this position and are passionate about equitable and inclusive economic growth in GMS, Submit your CV and the letter cover via the link <https://forms.gle/NF6HaZhixcxUKpJu5> by May 23, 2025, by select the position “**Monitoring Evaluation and Learning (MEL)Manager**”

Please note that the closing date is midnight Bangkok, Thailand time and only applications successful in progressing to the next stage will be responded to.