



Job Opening: Monitoring and Evaluation Coordinator

Location: East Jerusalem

Job Type: 50%

Experience: Minimum of 3 years

Deadline for Application: September 25th, 2023

About Sabeel:

Sabeel is an Ecumenical Liberation Theology Centre dedicated to the development and promotion of Palestinian Liberation Theology. Our work extends throughout the country, and has a significant impact regionally and internationally.

What We're Looking For:

Sabeel is actively seeking a dynamic individual who can consistently inspire and produce high-impact results. We deeply value transparency, along with the outstanding stewardship of resources.

At Sabeel, we not only celebrate diversity but are also dedicated to fostering an inclusive environment for all our team members.

If you believe you can contribute to our mission, please forward your CV to Sabeel@sabeel.org no later than September 25th. We will be conducting interviews on a rolling basis. Kindly note, only candidates who align closely with the job requirements will be contacted for further steps.

Monitoring and Evaluation Coordinator

- Lead project team in the development and implementation of an M&E system and oversee routine program monitoring activities. Ensure the quality and relevance of the project's monitoring and evaluation design.
- Continually collect data on a regular basis, assess project progress, and inform project management decision-making.
- Provide support to performance evaluation.
- Develop the relevant data collection tools and meet directly with stakeholders to discuss and review the updates of main indicators, their collection and their changes over time.
- Ensure the quality of M&E related data to be collected throughout the program implementation.
- Participate in the preparation and facilitation of informational meetings with partners and stakeholders.
- Document results of the M&E system and produce periodic reports required by Sabeel, partners, and other potential stakeholders.

- Assist the Project Manager in preparing other relevant reports.
- Assist the various program staffers in data analysis, closely with beneficiaries and stakeholders during ad-hoc meetings, seminars, and workshops
- Develop and implement participant surveys
- Undertake other duties as per the requirements of the project or as directed by the Project Manager.

Experience, competencies and qualifications:

- A. Jerusalem ID is a must
- B. A minimum of a first degree in a relevant field.
- C. Relevant three year experience in the monitoring and evaluation of donor-funded projects.
- D. Demonstrated knowledge and experience with project management; significant exposure to M&E practice, including experience in reporting requirements of donor-funded projects.
- E. Excellent analytical and writing skills (i.e., report writing) is required
- F. Capacity to work under pressure and meet tight schedules under minimum supervision.
- G. Excellent written and oral communication skills in English.
- H. Detail-oriented, highly organised, with the ability to handle multiple assignments, work under pressure and meet deadlines on a continual basis.
- I. Enthusiastic and proactive problem-solver with an ability to think creatively and critically, and to use own initiative to drive processes forward.
- J. A strong team player with excellent interpersonal skills, with demonstrated ability to build effective working relations with colleagues and service providers.
- K. Impeccable integrity, a positive and entrepreneurial attitude and readiness to work in a multicultural environment.
- L. Proficiency in the effective use of office suite applications, especially excel/sheets