

VACANCY NOTICE

Monitoring, Evaluation and Research Officer

Adam Smith International Mongolia LLC is a wholly owned subsidiary of Adam Smith International. It was established in 2014, responsible for leading business development and project delivery in Mongolia. The subsidiary company is responsible for portfolio of projects funded by international bi-lateral and multi-lateral development partners. Our team is engaged in business development, project management and consulting activities across a range of sectors including extractive industry and infrastructure development. Adam Smith International's Mongolia based subsidiary is currently recruiting for the position of Monitoring, Evaluation and Research Officer for the Australia Mongolia Extractives Program Phase 2 (AMEP 2).

The Program

The Government of Mongolia and the Government of Australia have partnered for the AMEP 2 to assist Mongolia to sustainably manage its resource-led growth. The end of program outcome of AMEP 2 is to improve the investment environment for the extractives sector in Mongolia. AMEP 2 is working towards this goal by developing partnerships with relevant government ministries and agencies, professional associations, the private sector, and civil society. AMEP 2 is funded by the Australian Government's Department of Foreign Affairs and Trade (DFAT) and implemented by Adam Smith International (ASI). The program will be implemented until 31 March 2024.

The Position and Responsibilities

The Monitoring, Evaluation and Research Officer will be responsible for supporting the development and implementation of the Monitoring and Evaluation (M&E) Framework. The position will be full-time during the duration of the program. The Monitoring, Evaluation and Research Officer will develop, assess and implement M&E framework and activities subject to satisfactory performance on the program. Key responsibilities include:

- 1) Design and implement M&E framework for AMEP 2 activities/projects in collaboration with the program team;
 - 2) Responsible for regular and timely monitoring and evaluation of AMEP 2 activities, data collection (quantitative and qualitative) and analysis;
 - 3) Responsible for monitoring and data collection (quantitative and qualitative) for prioritised areas of Mongolian extractives sector and undertake baseline analysis, collaboration and partnership surveys and other relevant research;
 - 4) Responsible for producing M&E reports, outcome/results data, and statistics;
 - 5) Manage and supervise internal and external partners to ensure data collection (or surveys, feedback evaluations etc) is conducted with quality, accuracy, and adequacy in a timely manner;
 - 6) Develop in-depth knowledge of monitoring and evaluation system of capacity development operations to guide performance tracking of activities;
 - 7) Communicate and present M&E related findings to AMEP 2 team, the client and other identified stakeholders;
 - 8) Manage internal and external evaluations for AMEP 2;
-

- 9) Ensure that AMEP 2's M&E framework is aligned with the DFAT's guideline and principles;
- 10) Research and analysis of trends within the mining industry as it relates to the M&E framework and AMEP 2's theory of change; and
- 11) Manage program activities/sub-projects as required.

Selection Criteria:

- Degree in public policy, public administration, sociology, statistics, research and other related fields
- Experience in designing, implementing, and monitoring M&E framework
- Excellent understanding of international practices on M&E framework and of Mongolia's extractive sector legislative framework and its implementation
- Professional training in project management, monitoring and evaluation, and data collection methods
- Extensive experience in designing and implementing M&E framework for extractive sector governance projects
- Experience in research and collection of qualitative and quantitative data including analysis
- Ability to work effectively at an individual and team member and cross-cultural skills
- Good time management and organisational skills
- Excellent communication and language skills in English and Mongolian

How to Apply

Adam Smith International kindly invites interested individuals to submit their applications (cover letter and detailed CV in English) to **solongo@amep.mn**. The deadline for submission of applications is **Monday, 13th June 2022**.

Please note – This is a locally recruited full-time position. Only shortlisted candidates will be contacted.
