



Senior Reporting and Learning Officer

Job Description

- ◆ **Start date:** September 1, 2023
- ◆ **Location:** Remote
- ◆ **Salary:** Subject to location and experience
- ◆ **Employment:** Full time

A. Background

IDA is a global alliance of eight global and six regional member organizations representing over 1,100 OPDs and their families from 182 countries. With team members all around the world, the work of IDA Secretariat is primarily focused on promoting the effective and full implementation of the UN Convention on the Rights of Persons with Disabilities (CRPD) and compliance by governments and the UN System. To reach that goal, IDA is actively involving representative OPDs at the national, regional, and international levels.

Since its establishment in 1999, and especially in the past ten years, IDA has been growing at a rapid and steady rate.

Overall, we are looking for a professional with good organizational and interpersonal skills to reinforce excitement within and around unique organizations such as International Disability Alliance.

B. Mission

Under the line management of IDA's Senior MEAL (Monitoring, Evaluation, Accountability and Learning) Manager and with close functional links with other IDA colleagues, the Senior Reporting and Learning Officer is responsible for ensuring the timely and **quality monitoring, reporting, and information management relating to IDA projects and activities.**

The Senior Reporting and Learning Officer will be responsible for coordinating IDA's monitoring and reporting activities; assisting in preparing reports for the Board as well as other narrative reports for IDA's donors; supporting external evaluations; maintaining and feeding internal database to ensure respect of deadlines and contractual obligations; maintaining contacts with other members of the IDA Secretariat to collect, organize, and

The global organization of persons with disabilities, International Disability Alliance, is seeking a Senior Reporting and Learning Officer to support and sustain its growth and organizational development by reinforcing its monitoring and evaluation systems. We are looking for a candidate with analytical and writing skills, and experience in monitoring and reporting of projects.

This is an excellent opportunity to join a growing organization that generates a lot of excitement, while creating partnerships and opportunities for change. We are inviting you to join the team that is tasked to transform the society which includes persons with disabilities, promotes equity, and celebrates diversity.

produce the data and evidence for reporting; supporting the collection of stories and information to feed IDA's communication tools, notably the website.

C. Work Environment

Reports to: Senior MEAL Manager

Staffs under supervision: NA

D. Responsibilities

Supporting IDA reporting and communications

1. Coordinate internally with IDA Secretariat team to ensure the timely collection, compilation and analyses of data and information to inform IDA reporting and communication, including to IDA donors and the Board;
2. Assist with the preparation of information to provide to donors, including PowerPoints, concept notes and briefs for meetings with donors;
3. Under the management of the Senior MEAL Manager, prepare key information for IDA Capacity Building and Advocacy Directors, as well as to project holders to support their planning and reporting, aligning with the concerned grant objectives;
4. Support development of external knowledge and communication products accounting for IDA's achievements, including annual reports, in coherence with organisation, grant and donor strategic priorities and interests;
5. Share collected information with the Senior Communication Officer(s) to support the preparation of reports and communication products;
6. Support IDA Senior MEAL Manager in developing and/or further consolidation of IDA's MEAL system and processes, including improvements to data collection, analysis, and MEAL systems;
7. Support the design and use of adequate mechanisms, processes and tools to ensure compliance with donor's reporting requirements across IDA's work;
8. Support storytelling and sharing of learning; assist with planning and facilitating of learning workshops/conferences;
9. Upon request, support and build capacities of IDA members in monitoring and reporting; and
10. Assist in drafting Terms of Reference and provide coordination support for external evaluations.

E. Required profile

a) Essential Requirements

- Tertiary qualifications in Project Management, International Development, Public Policy, Research or relevant academic background
- At least 4 years of direct experience in project management including implementation of monitoring, evaluation, accountability and learning activities
- Experience in collaborative project development, using participatory approaches, and coordinate report writing with multiple stakeholders
- Excellent written skills and capacity to produce high-quality written briefs and reports in English
- Ability to manage a complex workload, to prioritize and meet deadlines
- Ability to structure, organize and analyse information

- Demonstrated capacity to guide and build capacity of others, solution-oriented
- Strong interpersonal skills, sense of diplomacy and communication skills
- Good level of proficiency in qualitative and quantitative data analysis, including use of Excel and other MEAL software/systems
- Open-minded, interested in new ideas and ICT solutions for data management
- Willingness to travel and work occasionally at non-conventional hours

b) Desirable Requirements

- Experience in promoting the rights of persons with disabilities and partnerships with organisations of persons with disabilities
- Knowledge of evaluation methodologies (e.g., qualitative, quantitative and mixed method) and development of program logics to guide evaluation and learning activities
- Experience designing and implementing MEAL systems for international development projects and/or simple data collection and learning tools
- Excellent written skills and capacity to produce high-quality written briefs and reports in one other UN official language

c) Other

- Understanding and awareness of IDA safeguarding policies. IDA works in multi-cultural environments and with persons with disabilities, who experience higher rates of discrimination, violence and abuse. Therefore we expect any staff, consultant or collaborator to understand and fully comply with IDA's Safeguarding policy and IDA's Code of Conduct (available here: <https://www.internationaldisabilityalliance.org/reporting-fraud-abuse>). IDA will not tolerate any form of abuse, violence, fraud, corruption, or any breach of IDA policies.

F. Application process

- All information given on the application will be treated in a confidential manner.
- IDA may save your application and reserves the rights to contact you for future opportunities. The organisation will keep your information during 18 months after the recruitment process; after that time period, your information will be deleted. If you prefer IDA to delete your application once the recruitment process is over, please mention it clearly in your email.
- **Persons with disabilities are strongly encouraged to apply.**

How to apply:

- Please send your CV and a cover letter by email to recruitment@ida-secretariat.org, indicating in the subject line: **"Job Application: Senior Reporting and Learning Officer"**, before **21 July 2023, 8 pm CET**.
- Please share your expected gross annual salary in your email.

Please ensure you respect the following:

- Only complete application (CV and cover letter) will be accepted.

- Please remember to take the time zone into consideration when submitting your application. **Any applications received after the closing date will not be considered.**

Please note:

- After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
- **Please be advised that only shortlisted applicants will be informed** about the next steps of selection process.
- Please note that a selection process may last several months. No information will be released during this period.