The Centre for Humanitarian Dialogue (HD) is a private diplomacy organisation founded on the principles of humanity, impartiality and independence. Its mission is to help prevent, mitigate, and resolve armed conflict through dialogue and mediation. HD’s Mediation Support and Policy team (MESU) provides operational support, strategic and technical advice, as well as support for evaluation and learning to strengthen the effectiveness of HD’s activities. MESU is currently looking for a:

Temporary Monitoring and Evaluation (M&E) Officer
Based in Geneva at 100% for a duration of 12 months
Starting date: November 2020

The successful candidate will cover for the current Monitoring and Evaluation Officer who will be on parental leave for a duration of 12 months. S/he will report to the Mediation Support and Policy Manager on a number of M&E tasks across HD. Her/his main responsibilities will be to:

- Contribute to the planning, coordination, implementation and continuous improvement of HD’s adaptive M&E and quality assurance system;
- Design, manage, and run internal project reviews and external evaluations;
- Advise project teams on a range of monitoring, evaluation, reporting and risk management needs to strengthen the quality and consistency of project design and implementation;
- Propose, contribute to and pilot innovative approaches to develop additional M&E tools for mediation;
- Support results reporting to senior management, oversight bodies, and key donors;
- Support the design, organisation and delivery of HD seminars and workshops, including HD’s annual M&E roundtable;
- Represent HD in external networks and donor events, as well as internal team retreats and operational settings.

The successful candidate should have the following qualifications:

- At least 5 years of relevant work experience including field and HQ-level experience in M&E in mediation, political affairs, or peacebuilding;
- Strong understanding of and experience in M&E and critical reflection processes, and quality assurance and/or risk management;
- Education in a relevant field such as peace studies, international relations, political or social science, or monitoring and evaluation;
- Fluency in English (required); fluency in French (desirable);
- Strong professional writing and oral communication skills, as well as an ability to communicate effectively across cultures and via remote means;
- Highly motivated individual, able to demonstrate initiative and creativity, and confidence in dealing with senior practitioners.

If you are interested in this position and meet the criteria defined above, please send a complete file (motivation letter and CV of maximum 2 pages) to the following address hrGeneva@hdcentre.org by 17 September 2020. Please indicate M&E Officer in the subject line of your e-mail.

HD is an equal opportunity employer. Women are encouraged to apply. For more information, please visit www.hdcentre.org