



**Date of posting:** December 2022

**Job opportunity:** Planning Monitoring and Reporting Project Officer

**Location:** IRC office, location t.b.d.

Great opportunity for early career professional to support our organisational accountability and adaptation function. You will contribute to delivering our global strategy and reach our programme performance targets. For this, IRC seeks a Project Officer to be part of our Change Hub.

## About IRC

IRC is an international NGO that works with governments, Civil Society Organisations, entrepreneurs and people around the world to strengthen and support public systems for water, sanitation and hygiene service delivery. Our mission is to drive change that leads to everyone in the world having access to safe and climate resilient water, sanitation and hygiene services.

With over 50 years of experience, IRC runs large-scale programmes in eight focus countries, and smaller projects in more than 22 countries in Africa, Asia and Latin America.

## The vacancy

To support our mission, we are recruiting a project officer to support our organisation wide monitoring and to help us report and learn on progress in delivering our global strategy. This will cover both the approach and methods to delivering strong WASH systems and the various monitoring and reporting software packages. The position can be located at any of our established offices worldwide. Space will be provided for training and learning guided by a personal development plan.

## Main responsibilities

You will provide critical support to the strengthening of the planning monitoring and reporting of the organisation. You will help the organisation towards more dynamic reporting, improving GIS capabilities and support in analytical writing.

You will be part of the global Change Hub and report to the PMR lead (Planning, Monitoring and Reporting) lead. The Change Hub is a virtual global team that supports all our country programme and leads on planning, monitoring and reporting across the organisation.

## Specific responsibilities

You will provide support to a wide range of activities including:

- Organising and managing the data and information flows within the organisation; building on existing processes and methodologies and helping streamline and improve them;
- Enhancing GIS and mapping capabilities within the organization, with the objective of enhancing analysis, district planning and storytelling about IRC's work and impact;
- Maintaining and expanding monitoring processes and ensuring updating and file management takes place;
- Supporting research and analysis including surveys, data entry and visualisations.

## Learning opportunities

- Be part of a diverse, inclusive and dynamic organisation, with a strong vision and collaborative working environment;
- Engage and understand what is needed to have (and measure) strong WASH Systems for every person in the world to enjoy their human right to safe water, sanitation and hygiene, now and forever;
- Thrive in developing advanced skills in monitoring and analysis tools such as Excel, PowerBI, mWater among others.

## Core competencies

- Passionate about evidence and data usage, interested in helping others to use data more effectively;
- Strong interpersonal skills, and good oral and written communication skills in English and desired French. Others languages an advantage;
- Intermediate skills or higher in analysis and visualisations in Excel. This includes pivot tables, slicers and lookup formulas. Knowledge of PowerQuery and PowerBi are a plus and coding using M, DAX or SQL. Good overall computing skills in Office 365 and virtual collaboration tools such as Teams, Zoom, etc.;
- Experience in making maps/ GIS analysis with tools such as ArcGIS, QGIS, mWater or other data analysis tools;
- Proven analytical quantitative and qualitative research skills and the ability to structure analysis to answer a given question. Examples and track record in writing of analytical reports;

- Eager about multi-lateral collaboration and motivated by the issue of improving water, sanitation and hygiene services;
- Self-starter with ability to work independently and remotely (virtually) with colleagues located in other offices or countries and ability to manage time and tasks of yourself and other team members;
- At least a master's degree in a relevant subject (international development, water and sanitation, public health, IT), preferably with a thesis project around data and information;
- Desired experience working with international organisations or collaborations, preferably on issues related to human rights and development.

### **Details of the position**

The candidate will initially be offered a one-year contract for full-time work (40 hours per week).

The position is an entry level salary, in line with IRC's Project Officer level. The exact remuneration rate will be determined in accordance with the experience and qualifications of the applicant, based on the salary scales of the IRC Office where the candidate will be based.

Start date from 15 March 2023 or as soon as possible.

There is a preference to appoint a candidate who can work from one of IRC's focus country offices in Accra, Addis Ababa, Bamako, Delhi, Kampala, Kigali or Ouagadougou. IRC also has an office in the Hague, Netherlands.

Candidates are kindly requested to respond with the following three requirements:

- 1) A short motivation letter explaining your interest in the position and working for IRC. In this letter, please briefly explain what planning, monitoring and reporting means to you, as an indication of how you define success in this role.
- 2) An example Excel file you made where you used at least formulas, a pivot table, slicers and a graph to analyse a dataset of your choice.
- 3) A concise curriculum vitae.

Please submit all three before 12<sup>th</sup> January 2023 to IRC, attn. Marion Giese at [recruitment@ircwash.org](mailto:recruitment@ircwash.org) with subject: Planning Monitoring and Reporting Project Officer.

Job interviews will be scheduled online in the week starting 30<sup>th</sup> January 2023. For additional information please visit our website at [www.ircwash.org](http://www.ircwash.org).