



ADA is a Luxembourgish NGO which plays a leading role in the inclusive finance sector. ADA is a partner of choice for the support of the autonomous development of populations excluded from traditional financial services. ADA is looking for a:

Monitoring and Evaluation Project Officer

You will contribute to ADA's Research & Development programme, integrated within the Association's operational units, by monitoring and evaluating projects implemented in Africa, Asia and Latin America, as well as managing and spreading knowledge both in-house and outside the Association.

Your responsibilities:

- helping to define monitoring and evaluation procedures for projects and for ADA in general (annual action plan, organisational development plan) together with the project officers and executive committee
- supporting our partners in establishing protocols for surveying project beneficiaries
- contributing to the production of studies based on the analysis of data from surveys and evaluations
- ensuring the spread of the knowledge gained by creating supports, organising experience-sharing events and, where appropriate, presenting results and/or moderating debates
- participating in all the other activities of the Research & Development programme, such as collection and dissemination of information on specific topics related to the inclusive finance sector

Your profile:

- a university degree in development economics, agricultural economics or, more generally, related to economics or social science
- a minimum of 3 years' professional or academic experience in positions related to project monitoring and evaluation and/or the production of studies
- an interest in and thorough knowledge of topics related to inclusive finance and development in general (the fight against poverty, resilience, climate change, etc.)
- knowledge of survey methods and the ability to analyse quantitative and qualitative data
- excellent knowledge of Excel and, if possible, data analysis software (preferably Stata)
- data visualisation skills highly appreciated
- thorough knowledge of project cycle management and the logical framework approach
- excellent analytical and summarising skills
- proficient in spoken and written English, French and, ideally, Spanish
- excellent planning and organisational skills
- meticulous and autonomous
- team spirit, flexibility, ability to adapt to changes

Permanent contract based in Luxembourg City. Possibility of regular travel abroad.

If you are interested in this position and want to join a dynamic organisation, e-mail your application, together with a cover letter, for the attention of Sylvie Marquegnies, to recrutements@ada-microfinance.lu before 31 August 2020, citing the reference "CP R&D".