

## Monitoring & Communications Officer - Jenin

Location: [Europe & the Middle East] [Palestine]

Town/City: Zababdeh

Category: Communications

Job Type: Open-ended, Full-time

### **PURPOSE OF POSITION**

The primary purpose of the position of the Monitoring and Communications Officer is to:

1. Objectively monitor programmes to ensure availability of high quality data and timely provision of information to programme staff and leadership for decision-making.
2. Serve as a communications business partner to the zonal office.
3. Ensure availability of programmatic data and communications content in World Vision's system to be used by World Vision for reporting and external engagement.

**Location: Ramallah/Nablus**

### **MAJOR RESPONSIBILITIES**

% Time	Major Activities
30%	<b>Monitoring, Analysis, Learning &amp; Evaluation</b> <ol style="list-style-type: none"> <li>1. Conduct programme monitoring in the zones with objectivity and efficiency,</li> </ol>

according to World Vision JWG's M&E system and according to World Vision International standards.

2. Ensure quality of data, including appropriate disaggregation, to enable AP measurement and a view of programming as it relates to girls and boys, men and women as well as the most vulnerable children.
3. Ensure all data is recorded in a timely manner in relevant systems.
4. Analyze trends and conduct other analyses under the direction of the ELA Manager
5. Measure and report on programme progress to Evidence, Learning and Accountability (ELA) Manager, relevant Zonal Manager and Operations Director.
6. Facilitate zonal-level, lessons-learned discussions based on monitoring data, analysis and other results.
7. Support CESC officers in collecting and analyzing child participation data as well as in provision of information and facilitation/documentation of learning during Communication Engagement and

	<p>Annual Planning (CEAP).</p> <ol style="list-style-type: none"> <li>Support technical staff in the design and administration of pre- and post-tests.</li> <li>Support assessment, baseline, and evaluation processes at the direction of the ELA Manager</li> </ol>
30%	<p><b>Communications</b></p> <ol style="list-style-type: none"> <li>Actively share information and coordinate with the Communications Specialist. (matrix manager)</li> <li>Advise on use of World Vision's brand guidelines to ensure all activities align with prioritized, approved World Vision JWG messages and branding guidelines for consistent public engagement.</li> <li>Actively produce content, taking photos and videos of activities in the field in alignment with the external engagement plan. Edit and produce videos as skills allow or manage local consultants/contributors.</li> <li>Fulfill specific content requests made by the Communications Specialist to help World Vision JWG fulfill its overall external</li> </ol>

engagement strategy.

5. Write compelling stories (or propose ideas to the Communications Specialist) that make use of both data from programmes and compelling human interest. Use child voice and participation where possible.
6. Support and contribute to national level publications.
7. Organize zonal level events and help with national level events in consultation with the Zonal Manager and Communications Specialist and in alignment with the national office's overall external engagement plan, which includes It Takes a World.
8. Work with the Communications Specialist to identify and line-up media to participate in World Vision JWG events.
9. Ensure external presentations are of high quality and align with World Vision's contextualised branding.
10. Serve as a local spokesperson, when required.
11. Know emergency communications standards and protocols. Provide

	emergency communications during disaster.
30%	<b>Data Entry &amp; Knowledge Management</b> <ol style="list-style-type: none"> <li>1. Ensure all programmatic lifecycle, M&amp;E data, photos and videos are stored in their respective WVI systems.</li> <li>2. Serve as the data entry person for the zone on Horizon.</li> <li>3. Ensure programme lifecycle information is up to date in Horizon.</li> <li>4. Optimize data entry in Horizon to contribute to useful reports generated via Horizon.</li> <li>5. Enter all videos and photos with accompanying stories into Story Hub.</li> </ol>
10%	<b>Other</b> <ol style="list-style-type: none"> <li>1. Participate in the life of the zonal office, serving as a business partner and informal team member for increased awareness of program activities and needs for effective identification of critical monitoring and</li> </ol>

	<p>communications needs and opportunities.</p> <ol style="list-style-type: none"> <li>2. Keep a balance between monitoring and communications tasks, not neglecting one for the other.</li> <li>3. Be aware of the Disaster Management standards and operational imperatives as well as the National Disaster Preparedness Plan (NDPP).</li> <li>4. Be responsible for own security and actively contribute to a positive security culture.</li> <li>5. Abide by the security policies and procedures and report any incidents or breaches to line manager and / or security manager.</li> <li>6. Other duties as assigned by the ELA Manager and/or Communications Specialist</li> </ol>
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## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Minimum education, training and experience requirements to qualify for the position:**

1. University degree/background in Social Sciences or other related field with a strong M&E component.

## 2. Previous experience monitoring programmes or serving in communications

### Additional Experience:

1. At least 3 years' experience in Monitoring & Evaluation
2. Background in Communications preferred

### Preferred Skills, Knowledge and Experience:

- Quantitative or qualitative analysis

- Advanced computer skills in illustration and layout programs, such as Adobe photoshop, Adobe illustrator, Page maker, or Visio, as well as MS Office, especially Word and Excel
- Knowledge of database design, website development, systems analysis and networking
- Understanding of the principles of information systems
- Knowledge of graphic design principles and quantitative analysis programs
- Must have sharp analytical skills
- Effective Communication and Facilitation skills
- Proficiency in English with excellent writing skills

- Ability to work with accuracy under time constraints and pressure
- Excellent interpersonal communication skills and an ability to work closely and supportively within a team.
- Must be highly motivated and work with minimal supervision
- Knowledge of photography required and Photo shop
- Experience in producing written materials for media purposes
- Valid driver's license

## Work Environment

Complete Travel and/or Work Environment statements if applicable.

- The position requires ability and willingness to travel domestically up to **15%** of the time.
- **Position is based in Jenin**

## CORE COMPETENCIES

?Be Safe and resilient ?Build Relationships ?Learn and develop ?Partner and collaborate

?Deliver results ?Be accountable ?Improve and innovate ?Embrace change



**World Vision is committed to the protection of children and vulnerable adults and does not employ staff whose background is not suitable for working with children or vulnerable adults.**