



POSITION TITLE: Monitoring, Evaluation and Learning Officer
DEPARTMENT: Program Impact
DATE: January 2025
REPORTS TO: Design, Monitoring, Evaluation & Learning Lead
FTE: Full Time
LOCATION: Richmond, Melbourne (Hybrid)

CBM AUSTRALIA

CBM Australia is a Christian international development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

GROUP/DEPARTMENTAL OBJECTIVE

The CBM Australia Program Impact department partners with the disability movement, organisations of persons with disability (OPDs) and other key external partners to influence, develop and support the delivery of high-quality, transformational programs and advice, delivering lasting change to people with disabilities across the globe.

Through our five functional teams (International Programs, Pacific Impact, the Inclusion Advisory Group, Effectiveness and Operations), the Program Impact department generates and applies evidence and learning to inform our advice, strengthen program practice and extend sector thought leadership. This position is part of the six-member Effectiveness team and has a focus on monitoring and learning support to the Inclusion Advisory Group.

INTERNATIONAL ENGAGEMENT

Overseas travel is not a key part of this role and should not be expected. If, however, the opportunities for international travel arise, it is a condition of employment that all staff abide by CBMA travel and safety and security policies and procedures as well as in-country safety and security protocols required to travel to the location. This may include country specific vaccination requirements.

Given the nature of CBM's Global Federation, there will be a need to be available for evening meetings that fit in with European and African time-zones.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and



Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement.

RESPONSIBLE FOR

The Monitoring, Evaluation and Learning Officer works as part of the Program Effectiveness Team to support strong monitoring, evaluation and learning practice across CBMA's programs and advisory work fostering a culture of reflection and learning. This role has a particular focus on the monitoring systems and learning processes of CBMA's advisory work ensuring there is structured reflection, learning and documentation around the approaches and outcomes of CBM's disability inclusion advice. At times, this will include input into advisory tasks.

The Monitoring, Evaluation and Learning Officer also works with our Public Engagement team to communicate about the results and impact of our work.

REPORTS TO

Reporting to the Design, Monitoring, Evaluation & Learning Lead, this position works semi-autonomously within the Program Impact Effectiveness Team.

SUPERVISES

No supervision responsibilities.

MAIN ACTIVITIES

The Monitoring, Evaluation and Learning Officer's main activities are in five key areas:

1. Monitoring of all significant IAG contracts

- Oversee the monitoring of IAG's engagement with partners, prioritising larger contracts
- Support monitoring of other significant contracts.

2. Developing, implementing, and improving monitoring and evaluation data systems, collection, analysis, and reporting

- Develop, use, and improve systems to track the quality and effectiveness of CBM's technical advice, capacity building and evidence development.
- Collect, synthesise, and analyse information to track achievement of departmental strategic objectives, packaging monitoring, evaluation and learning data to inform planning and to demonstrate impact.
- Contribute to CBM Global's Monitoring, Evaluation, and Learning systems, processes.
- Support the strengthening and documentation of CBM systems, to ensure alignment with DFAT accreditation standards.

3. Leading learning initiatives, including packaging, promotion and dissemination of our results, approaches, and learning.

- In line with the Program Effectiveness team's plans around proactive learning and research, develop and oversee specific learning initiatives for the Program Impact department.
- Organise departmental reflection and learning sessions.

- Contribute to the documentation and dissemination of departmental learnings to the other departments in CBMA, CBM globally, and other networks in Australia.
- 4. Participate in IAG technical work, particularly in relation to disability inclusion in M&E frameworks, research, and proactive learning.**
- As directed, and with support from the advisory team, provide disability inclusive advisory support, according to capacity and needs of IAG.
 - Lead on, or coordinate evaluations in IAG, as directed.
- 5. Teamwork across Program Impact**
- Facilitate learning across CBMA's programs, advisory and advocacy teams.
 - Participate in regular Program Impact team meetings, one-on-one meetings with supervisor, and appropriate CBMG and partner meetings.
 - Contribute to the development of Program Impact strategic / annual / work plans, as required.
 - Undertake administrative tasks as required, including monthly work-planning, timesheets etc.

KEY SKILLS/QUALITIES

- Skills in planning, monitoring, facilitation and learning processes. Understanding of monitoring and evaluation processes and principles of capacity building.
- Experience or academic study in international development and an understanding of disability issues and working cross culturally.
- Ability to engage appropriately with government, UN, and civil society stakeholders at many levels, and manage collected information responsibly and appropriately.
- Ability to synthesise and capture program learnings and write for varied audiences; demonstrable analytical and critical thinking.
- Experience in basic systems for data collection and data analysis.
- Openness to designing and leading trainings and capacity development exercises for diverse target audiences (predominantly internal).
- Proficiency in Excel, Word applications and uses, basic spreadsheet management.
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.

INTERNAL CONTACTS

Program Impact teams, Public Engagement department.

EXTERNAL CONTACTS

DFAT; World Food Program; contracting NGOs and UN bodies.