



Post Title: Monitoring and Evaluation Assistant

Reports to: Monitoring and Evaluation Manager

Duty Station: Geneva

Date issued: 11 May

Closing Date: 25 May

Career step: 1

Purpose:

Provide administrative support in the implementation of GAVI's monitoring and policy analysis activities.

Key results expected:

- Support of the monitoring and evaluation team to deliver results, working proactively as part of the team with appropriate supervision.

Main duties/ Responsibilities:

Provide support to the monitoring and evaluation team in implementation of its work plans, including:

- Arranging conference calls/meetings, both internal and external: manage logistics, propose and compile list of participants, draft agendas, prepare documents and minutes
- Management of travel arrangements and administration
- Assisting in drafting of documents and PowerPoint presentations
- Managing a basic document index and filing system
- Working with the logistics and procurement department to prepare institutional and individual consultancy contracts
- Initiating payments to contractors and consultants
- Support the Policy and Performance team outside of Monitoring and Evaluation
- Other duties as assigned.



Minimum requirement:

Academic:

- University degree

Skills/Competencies:

- Interest in development and public health
- Strong communications skills
- Computer skills, including internet navigation and various office applications (Microsoft Office, Excel and Powerpoint)
- Demonstrated ability to deliver high quality, accurate work within tight deadlines
- Strong interpersonal skills and ability to work collaboratively as part of a team with colleagues from a wide range of disciplines and backgrounds.

Languages:

English, others a plus.

Remuneration:

Competitive compensation.

Remarks:

Please send your application directly to: recruiting@gavialliance.org and mention "Monitoring & Evaluation Assistant" in the subject of the email. Only short listed candidates will be contacted.