



# VACANCY

## Monitoring and Evaluation Officer

### Terms of Reference

CEJ is hiring a female M&E Officer with immediate effect. Interested candidates may send a resume with a covering letter explaining why they are suitable for the position to [srilanka.cej@gmail.com](mailto:srilanka.cej@gmail.com) along with names and contact details of two referees. Only short-listed candidates will be notified.

## 1. Background

**The Centre for Equality and Justice is the locally registered office of former staff of FOKUS WOMEN which was in operation in Sri Lanka since June 2012.** Centre for Equality and Justice (CEJ) has been established as a company limited by guarantee in 2017. CEJ's mission is the achievement of gender justice so that men and women live in a society that is free, just and equal. This will be achieved by promoting gender equality, by advancing the rule of law, good governance and democratic principles, promoting women's advancement and economic empowerment, advocating for the commitment to international human rights standards and by fostering partnerships with grassroots level women's networks. CEJ is primarily a women's organization working on the rights of women in the private and public sphere. CEJ engages with policy makers, government officers and strengthens grassroots level women's capacities to claim their rights.

## 2. Duties and Responsibilities

- Develop an overall M&E plan for CEJ.
- Developing, managing and implementing M&E system and tools to ensure project targets are met.
- Provide M&E support to partner institutions and CEJ staff.
- Develop and update M&E guidelines, tools and databases routinely and systematically and support staff to use them.
- Lead the process of ensuring that performance reviews are conducted regularly.
- Ensure timely compilation of internal and external progress reports (monthly, quarterly and annually).
- Monitor and evaluate activities, expenditures, sustainability and overall progress of multiple projects.
- Recommend further improvement of existing M&E framework and provide feedback to project staff and staff of partner organizations on projects.
- Participate in planning workshops in and out of Colombo.
- Perform other duties as required.
- Assist the project staff in preparing other relevant reports.
- Conduct training on M&E for projects for CEJ and partner organizations.
- Provide input to update CEJ social media platforms and website as required.

### **3. Qualifications and Experience**

- Education:  
University Degree preferably in Business Administration, Economics or related field.
  
- Experience:
  - At least 5 years experience in the design and implementation of M&E in development projects implemented by national/international NGOs/UN bodies/ Government.
  - Experience in designing tools and strategies for data collection, analysis and production of reports.
  - Proven ICT skills.
  - Expertise in analyzing data using statistical software.
  - Strong training & facilitation skills.
  
- Language Requirements:  
Fluency in written and spoken English and Sinhala/ Tamil.

### **4. Remuneration**

An attractive monthly salary based on relevant experience and qualifications. Travel, food and accommodation costs for field visits will be covered by the Organization.