



# Monitoring, Evaluation, Accountability and Learning Advisor

Close Date: 11:59PM (AEDT)  
Friday 28 January 2022



Supporting women.  
Defeating poverty.

## Who is CARE Australia?

CARE Australia works to [defeat global poverty by supporting women](#) to create lasting change in their communities around the world. Our programs focus on women because we know that when one woman breaks free from poverty, she brings another four people with her — and that's a powerful multiplier.

We work in partnership with local community leaders to prepare for, respond to, and recover from humanitarian crises and shock. And we support people to determine their own futures by challenging unjust systems that keep people in poverty.

Our poverty-fighting programs work to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

CARE Australia is one member of the global CARE Confederation, working with communities all over the world — every one of us tightly focused on where we can each best support local communities to defeat poverty and social inequality.

CARE launched at the end of World War II, distributing packages of food and essential items to people whose homes, jobs, and way of life had been destroyed by war. Those first-ever CARE Packages became a global name for providing hope and compassion to those who needed it regardless of their religion, ethnicity, gender, or beliefs.

- In 2020-21, CARE Australia assisted more than 2.3 million people directly across 26 countries, with revenue of \$77 million.
- We responded to 15 emergencies across 19 countries, and 903K people received humanitarian assistance.
- The global Confederation worked in 102 countries around the world, implementing 1,495 poverty-fighting development and humanitarian aid projects, reaching more than 100 million people directly and 157.7 million people indirectly.

## Position Description

<b>Title:</b>	Monitoring, Evaluation, Accountability and Learning Advisor
<b>Classification:</b>	Care Band 6
<b>Department:</b>	International Programs and Operations
<b>Location:</b>	Remote home-based
<b>Position reports to:</b>	Head, Capability & Impact
<b>Position Type:</b>	6 months Contract, part-time (0.5FTE) with possibility of extension

## About CARE Australia

CARE Australia supports women around the globe to save lives, defeat poverty and achieve social justice. We work in partnership with local communities to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

## About the Department

The International Programs and Operations Department (IPO) comprises four units: Capability and Impact, Program Delivery and Business Development, and Pacific partnerships.

The Department is responsible for the efficient and effective management of Australian funded programs which are delivered primarily in Asia Pacific by a range of CARE International Country Offices and other partners. The Department is responsible for both development programs, and humanitarian/emergency programs.

The Department ensures that programs are well designed, assists partners to operationalise quality guidelines and provides technical expertise to support program delivery. The Department regularly monitors program implementation and takes management action to ensure program delivery is satisfactory, contractual obligations are met and development gains are achieved. The Department builds and maintains relationships with key institutional donors to secure funding. To fulfil accountability requirements, the Department analyses program outcomes, provides reports to donors and publishes analysis and evaluations to demonstrate the impact of funded programs,

enabling program knowledge to be leveraged at scale by CARE Australia and others in the sector.

The Department combines aspects of CARE's Lead Member role as well, specifically, ensuring that support to CA managed CI Country Offices/Presences is well coordinated, appropriate and timely. It also ensures that CA managed Country Offices have clearly articulated transformation plans that allow them to operate in a more localised manner and form.

The Department draws on its program expertise to contribute to the development of strategic policy advice and well planned advocacy to donors, major stakeholders and to the Australian public. It ensures CARE Australia-managed Country Offices are ready and able to respond to emergencies and humanitarian crises. The Department also works with relevant parts of the CARE International Confederation on program and policy issues. The Capability and Impact Unit sits within the International Programs and Operations Department. It consists of experienced GESI, MEL and Resilience/Climate Justice advisors and is managed by a Head of Unit with additional relevant expertise.

## **About the Role**

This short term contract for a Monitoring, Evaluation, Accountability and Learning Advisor will support and work with the MEAL Lead in CARE's Capability and Impact Unit. The Advisor will support MEAL work across the portfolio with primarily responsibility for operational systems and MEAL support to country teams. This may involve travel if opportunity arises, to support country teams in MEAL.

The Advisor will provide technical advice and resources on Monitoring, Evaluation, Accountability, and Learning systems and tools in CA projects. The Advisor will be responsible for ensuring that CARE's programs are designed, implemented and evaluated in accordance with policy and standards, as set by CA and the CARE Confederation (CI).

The MEAL Advisor will use and communicate CA's program quality framework and tools for its implementation by CA staff and field partners in line with CA's program management policies and processes (PMG). Specifically, this includes supporting the development and application of systems, organisational policies and approaches that ensure program quality and impact at the organisational, country office, partner and community level. The advisor will also support identification and implementation of innovative approaches to MEAL and a culture of continuous improvement and learning within programs, working in ways that are participatory and gender sensitive in the context of a localisation approach -as in CA's current TOC.

All CARE staff demonstrate a commitment to the prevention of sexual harassment, exploitation and abuse and the protection of children in their work.

### **Key Responsibilities**

- Building on CI and CA frameworks, approaches and tools, support CA's MEAL policy and systems appropriate for IP program priorities and CA's strategic intent.
- Support and develop effective systems and processes to measure impact of CA's work at a program/portfolio level for MEAL - ensuring quality, accountability and learning.
- Building on the Project and Program Information and Impact Reporting System (PIIRS), develop further CA's systems and mechanisms for collection and analysis of performance information and integration with a new Program Management Information System (PIMS).
- Build/support partnerships with organisations to support research evidence and learning objectives for CA.
- Identify and support innovative MEAL approaches to capturing impact and drive continuous improvement in program learning in line with CA's MEAL approach
- Support CA in communications and knowledge management around key MEAL documents including on Careshares, internal systems and PIIRs.
- Drive participatory/feminist/locally led approaches to MEL in systems and culture
- Support the provision of MEAL advice and capacity development support to CARE Australia, CO and partner program staff in core programming areas.
- Support MEAL Lead and CIU manager in reporting to CA Board and senior management on program quality, performance and impact as required.
- Contribute to and engage in CI Working Groups around MEAL particularly the MEL Community of Practice.
- Support the development of CA policy / strategy in relevant areas (Gender, WEJ, Climate Change Evaluation, Research, Advocacy). as required.
- Actively contribute to organisation-wide quality improvement and strategic development as a member of the CIU team.

### **Selection Criteria**

- Bachelor's degree or equivalent in a relevant field and a minimum of five years' relevant experience in international development.
- A demonstrated understanding of international development theory, policy and practice, program design, and monitoring and evaluation.

- Strong initiative and drive, a record of innovation and achievement and demonstrated experience in the implementation of program policies and systems including reporting on program quality, performance and impact.
- Ideally with data analysis skills (quantitative as well as qualitative) and experienced in building an organisational evidence base e.g. using excel, DHIS2, power BI.
- Experience designing, implementing and supporting others to implement locally led / feminist / participatory approaches to MEL.
- High level written communication, analytical, coordination and representation skills.
- Demonstrated ability to respond effectively to challenges, to work effectively in a small, diverse and busy team environment with minimal supervision.
- Demonstrated attention to detail and proven high level organisational and time management skills including the ability to manage workflows and balance competing priorities to ensure timely processing to meet deadlines.
- An understanding of the importance of empowering women and girls and a commitment to the protection of children and the prevention of sexual harassment, exploitation and abuse.

Approved by  
Director International Programs and Operations  
December 2021

## CARE Australia Terms and Conditions for Australian-based staff

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<b>Title:</b>	Monitoring, Evaluation, Accountability and Learning Advisor
<b>Department:</b>	International Programs & Operations
<b>Location:</b>	Remote home-based
<b>Salary Range:</b>	CARE Band 6 (\$99,440 - \$107,780)
\$ 99,440	Base Salary (includes a Fringe Benefits component of \$15,899)
\$ 9,944	10% Superannuation
<b>\$109,384</b>	<b>Total Package</b>

*This is a part-time role, working 18.75 hours per week. The successful candidate will be paid a salary package calculated at 0.5 of the full-time equivalent (FTE) detailed above.*

### **Conditions of employment for 'remote home-based' work**

Whenever possible, CARE Australia is keen to engage the best people for the role, wherever they are located. This role may be offered on the basis of it being performed remotely from a home location. For a candidates to be eligible for 'remote home-based' work:

- the person must have a legal right to live and work in their location, and;
- CARE Australia must be able to lawfully engage the person to work there.

In some situations, some persons may be engaged by CARE Australia through local country offices or other CARE International Members (Please check [where we work](#)).

If this is your circumstance we would still welcome your application- we would be open to discussing potential arrangements with you if you are shortlisted.

### **Salary packaging**

We offer salary packaging options to all Australian-based employees.

Salary packaging can reduce your income tax by allowing you to pay for certain expenses with pre-tax dollars. You have the option to salary package your mortgage, rent, rates, loans, school fees, and more.

This packaging arrangement means the base salary has a higher overall commercial value. To understand how this could impact on you, you may wish to seek independent financial advice. Full details will be given to short-listed candidates if requested.

**Employment details:** This Part-time, fixed term job is subject to three months' probation. All entitlements are set out in the CA Contract of Employment. Full employment conditions are set out in the CA Human Resource Policy Manual.

**Working Hours:** This role works 18.75 hours per week which is 0.5 of a full-time employee who works 37.5 hours per week. The exact roster for days and times worked will be negotiated with the successful candidate.

*Please Note: CA's salary structure is based on eight Bands and five salary points within each band. It is usual for people commencing with CA to be placed on Point One of the relevant band with further progression through the bands related to the ongoing performance appraisal process. The Salary Package listed in this document is Point One for the relevant salary band.*

## Additional information and how to apply

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### To apply:

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To apply for a job with CARE Australia, please review the Candidate Information Pack and complete the online application form linked to the relevant vacancy on our careers page (<https://careaustralia.connxcareers.com>).

Please ensure you attach your CV and cover letter at the bottom of our application form before clicking 'Apply Now'. Once you have submitted your application you will receive an automatic confirmation of receipt.

**Applications close:** 11:59 pm Australian Eastern Daylight Time, Friday 28 January 2022.

**Before submitting your application, please ensure you can answer 'yes' to the following:**

1. Have you thoroughly reviewed the candidate information pack, including the terms and conditions for the role?
2. Have you completed the online application form?
3. Have you uploaded your cover letter and CV, including your response to the selection criteria?
4. Is your application succinct and informative?

### Questions about the role?

Please contact Janice Lucas on [janice.lucas@care.org.au](mailto:janice.lucas@care.org.au) (please do **not** email applications to this address).

## Right to work in Australia for international applicants

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CA is not in a position to sponsor Australian working visas. In applying for an Australian-based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Australian Government Department of Home Affairs.

## Child Protection and Protection from Sexual Harassment, Exploitation and Abuse

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We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation, and we embed child protection in all we do. Child protection and protection from sexual harassment, exploitation and abuse, are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks including police checks and background checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations.

CA will seek information from a job applicant's previous employer about the applicant's suitability for the role. Any allegations relating to sexual exploitation, sexual abuse and/or sexual harassment and/or child abuse, which may or may not have been proven against the applicant, will be relevant information.

By submitting an application, the job applicant confirms that s/he has no objection to CA requesting the information specified above.

To find out more, please contact the Manager - Human Resources.

## Gender, diversity and inclusion

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CA respects and values diversity, and does not discriminate on the basis of race, gender, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver. This commitment is reflected in all of our processes and policies, including recruitment and selection.

Our selection decisions embody transparency and fairness from the outset of a recruitment process through to the selection decision. This is demonstrated through advertising roles as broadly as possible and basing the selection of the successful applicant on merit. We endeavour to mitigate any potential bias in our selection committee shortlisting processes by ensuring all selection committees are gender balanced and independent.

To ensure all candidates can compete on an equal basis in the application and interview process, CARE will provide reasonable accommodations for assistance where requested. If you have any requirements that need to be considered as part of your application process, please do not hesitate to let us know.

## The recruitment process and expected timeframes

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CA appreciates the time and effort taken to apply for a position with us. We are committed to ensuring all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace. Below is some information on how our recruitment processes generally work and expected timeframes:

- All vacant positions are advertised on our website;
- Unless otherwise stated, roles are advertised for a minimum of 2 weeks;
- We aim to complete the short-listing process within 2-4 weeks following the close date of applications;
- Selection committee interviews are held for a select number of candidates either face-to-face or via the telephone, ideally within a month following the application close date;
- Additional background checks may be required prior to the interview such as Right to Work and Working Visas;
- Referee checking of the preferred candidates happens in the week following interviews. Referees will not be contacted without prior permission; and
- An Offer of Employment will ideally be made within a week of interviews.

## **Tips on how to prepare your application**

Your application is the first step towards a rewarding career with CA and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the beginning.

To improve your chances of selection we recommended that you:

- Thoroughly research CA, including our organisational goals, values, mission and vision;
- Carefully read the Position Description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications;
- Carefully read the Terms and Conditions and check whether you are eligible to apply, and that the salary and entitlements match your expectations; and
- If you wish to discuss the position, the selection process and the work environment, please phone the contact officer outlined in the candidate information pack.

To ensure an informed assessment of your suitability and claims for the position is conducted it is recommended that you complete all parts in the application process.

## Tips on how to prepare a CV

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Your CV is one of the most useful tools in demonstrating your suitability for a role. When preparing your CV it is important to remember the following:

- Keep it simple and succinct, we recommend approximately 2-4 pages;
- List your relevant work experience in chronological order, starting from your current or most recent role;
- Do not just outline each position and employer, be sure to include your responsibilities and achievements in each position;
- Ensure relevant personal information is provided such as your name, contact number, address and email address as well as any period where you might be uncontactable;
- List your qualifications and the institute from which you received them;
- List at least 2 professional referees, their current role, contact details and their relationship with you. Friends and associates are not suitable as referees;
- Explain any gaps in your career (travel, having a family etc);
- Outline any relevant volunteering experience;
- Do not use abbreviations, slang or jargon; and
- There is no need to insert pictures or graphics, or attach any certificates or referee reports.

## Why work for us?

CA is one of Australia's largest international aid and development agencies. By working for CA, you will make a direct contribution to the ongoing fight to address global poverty. As an organisation that pursues best practice in the work we do, we seek to support our staff through offering a comprehensive package of salary and benefits to complement and enhance your work with us.

Here is a brief list of some of the benefits available to CA staff. Note that outside of Australia, some benefits may vary from country to country to take into account local needs and differences.

### Workplace diversity and flexibility

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As part of our commitment to Gender Equity and Diversity, we recognise that our staff may need the flexibility to manage their life outside of the office. At CA, we have a range of creative solutions that may be negotiated where possible, on a case-by-case basis, to help you balance work with life. Examples include alternative or reduced hours or job-sharing arrangements.

### Performance management

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Our performance management framework helps you work closely with your manager to plan, manage, review and give feedback about your performance throughout the year, leading to a salary review based on your continuous improvement. Teamwork is part of our culture and we provide training to our staff and managers in communication and decision-making skills to ensure we remain engaged with the work we do.

### Leave entitlements

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CA employees have access to standard annual and personal leave and additional leave in recognition of long service. We have paid parental leave, and for eligible staff on overseas postings, we offer rest and rehabilitation leave and annual home leave in recognition of difficult working conditions.

### Professional development

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Our employees are amongst the best in their fields, and if an opportunity exists to help you continue to build your professional skills and prepare for future aspirations, our Professional Development opportunities will help you do just that. Ongoing staff who have been with us for longer than 12 months have the chance to apply for our Study Support scheme – helping you with reimbursements towards gaining a formal tertiary qualification.

## Employee Assistance Program

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Our company-paid Employee Assistance Program provides support to our staff and their immediate family members through a free counselling service where any work or personal issues can be discussed confidentially.

Please note, this represents just a small selection of the benefits available to CA staff and does not constitute a legally binding document. Entitlements and other development opportunities are often subject to a qualifying period.

## Privacy Policy

Your privacy is important to CA. Please read this carefully as it describes how we handle your personal information.

CA is committed to protecting and securing the privacy and confidentiality of your personal information. If at any point you want to know more about our policy, or are worried about your own details, or have ideas on how we can improve our practices, please let us know via [jobs@care.org.au](mailto:jobs@care.org.au).

Importantly, CA is bound by the *Privacy Act 1998* (Cth) and the privacy provisions of other applicable legislation. In particular, CA must adhere to the *Australian Privacy Principles* in relation to collecting, holding, using, disclosing, securing and allowing access to your personal information.

We may revise this privacy policy from time to time by publishing a revised version on our website. That revised version takes effect from the time it is published.

## Collection of personal information

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CA collects and uses personal information about you in relation to your application for employment or volunteer/intern engagements with CA.

Your information is collected from you at the time you complete your application for employment or volunteer/intern engagement through our recruitment system. From time to time we may obtain personal information from third parties such as referee reports. When we do so, we will take reasonable steps to ensure that we make you aware of the collection of your information in accordance with Australian privacy law.

'Personal information' simply put is any information or opinion that can identify or be used to identify you.

During our recruitment process, CA may conduct some or all of the following pre-employment screening checks:

- Confirmation of qualification/education levels;
- Confirmation of previous employment;
- Criminal history/background checks;
- Health check; and
- Reference checks.

## Why does CA collect this information?

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- To determine your suitability for employment or volunteer/intern engagement.
- So we can complete all the necessary steps in preparing you for your employment or volunteer/intern engagement should you be successful.
- So we can contact you about your current application or future employment or volunteer/intern opportunity.

## Disclosure of personal information

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The information you provide us with will be disclosed to the CA HR Branch and selection committee members directly involved with the recruitment process.

## How CA stores your personal information

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Your information will be stored by our e-recruitment provider in the cloud on services located in Australia. We require this third party provider, through our agreements with them, to comply with our security guidelines and privacy laws.

## Access to personal information outside Australia

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We are an international organisation with internal information sharing between our country offices. This means that it is possible your personal information may be shared with our offices based outside Australia if selection committee members are based overseas.

Supporting women.  
Defeating poverty.



[care.org.au](https://care.org.au)

