

Title	Monitoring and Evaluation Intern
Organization	Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)
Duty Station	Kabul
Duration	Six months
No. of Jobs	1
Nationality	Afghan
Sex	Female
Salary Range	There is no salary for this position. However, a lump sum of indemnity will be offered according to organizational salary scale in order to cover basic expenses such as transportation, communications etc.
Announcing Date	June 2, 2019
Closing Date	June 15, 2019
Shift	8:00 AM to 4:30 PM, Saturday through Wednesday (weekend work may be required)
Experience	Knowledge of social science, Monitoring methodology and tools. The candidate should be in the process of finalizing a degree or having finalized a degree in social sciences and is looking for a first experience to start a career in Monitoring and Evaluation. The candidate must have excellent observations skills, know well about the interviewing techniques and capable of writing transcripts of interviews or key findings. She should be able to deliver under tight deadlines.

Background

MEC (www.mec.af) was created after the need for independent monitoring and evaluation of anti-corruption efforts was identified at a series of international conferences. MEC is wholly independent of the Government of Afghanistan and receives financial support from the international community. This independence ensures that MEC is capable of carrying out its mandate in a transparent manner without undue influence. The governing Committee, which is made up of 3 Afghan and 3 international anti-corruption experts, meets in Afghanistan quarterly, normally resulting in the setting of recommendations and benchmarks. MEC issues regular reports every three months, with interim reports being issued regularly. The Committee is supported by a technical secretariat of national and international staff led by an Executive Director who is supported by a Technical Director. The intern will work in M&E departments.

Job Summary

The Monitoring and Evaluation Intern will support the data collection and analysis of MEC recommendation. She may have to conduct interviews or assist in conducting of focus group discussions. She will assist in translation of MEC recommendation from Dari to English, also assist in the conducting training for government focal points. Further, the M&E intern will assist in correspondence with implementing entities, sending them official letters on quarterly basis and regularly follow up with them.

Duties and Responsibilities:

- Correspondence with Gov. Institutions
- Receiving on the job training and assist in Data collection
- Receiving on the job on data analysis and contributing in data analysis to some extent
- Translation of recommendation updates from English to Dari and vice versa
- On the job training on quarterly update and contributing in preparation of quarterly update reports
- Fulfilling any other task delegated by M&E team lead and officers

Qualifications

Education and Experience:

At least in the last year of a bachelor degree in a relevant social science field

Ability to write in Dari and English minutes of meetings or transcripts of interviews.

Ability to write email and meeting minutes

Good observation skills and academic curiosity

Well organized and good planner

Good communication and interpersonal skills

Knowledge of Afghan political, administrative and legal environment will be desired.

Professional Skills:

Proficient use of Excel, Microsoft Office, multi-tasking skills, and the ability to consistently meet deadlines.

How to Apply:

Candidates can apply for the position by sending their cover letter and CV in one PDF or Microsoft Word document, named in the following way:

"LAST_NAME_first_name.pdf" or "LAST_NAME_first_name.doc." Supplementary documents - degrees, certificates, etc. - should not be sent at this stage.

The single PDF or Word file should be emailed to jobs@mec.af with the subject line "Monitoring & Evaluation Intern" by June 15, 2019.