



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon WI 54520
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Job Description for Measurement & Evaluation Specialist

Job Summary:

The Measurement, Learning & Evaluation (MLE) Specialist will be responsible for measuring, learning and evaluating initiatives, programs and projects, both new and established, and the portfolio, providing accountability and ensuring efficiency and success from start to finish. The MLE Specialist will establish, refine and monitor key performance indicators of projects and programs of the social and behavior change interventions; facilitating learning from project implementation and contributing to refining/revising project and programs strategies based on these learnings. Additionally, will oversee progress towards project goals and ensure that expected milestones and deliverables are met. The MLE also oversees regular project progress reports and will collaborate with the program development teams, partners and the tribal government to prepare monthly, quarterly and final narratives and financial donors' reports. The MLE Specialist will work collaboratively with external partners and other employees of SCC Education Department under the leadership of the SCC Tribal Council.

Responsibilities:

- Lead design and implementation of monitoring and evaluation projects and work as lead for research, measurement and evaluation to develop and manage clear measurement models related to the program strategies, refine and monitor research and evaluation goals and implementation plans.
- Establish mechanisms for rapid feedback and learning within projects as well as for evolving a longer-term research agenda.
- Provide statistical, research and evaluation design expertise to research partners in order to help them produce relevant and high-quality work
- Supervise team (consultants and other resources) while they create and revise tools and data collection procedures (eg. logical framework, project performance tracking, indicators, data flow chart, MLE manuals)

- Keep abreast of developments in grant/program changes and progress in order to advise and recommend tools and strategies to increase program performances and results
- .•Contribute to the design of new strategies, portfolio development, cross cutting data initiatives with focus on coherent, integrated theories of change, measurable impact models, scaling, collaborations and implementation plans to ensure long-term sustainability and impact.
- Solely, or directly leads a team to develop, manage and implement evaluation strategies in service of program goals, and negotiate, execute and conduct and manage complex, performance-based contracts/grants.
- Collect, analyze and summarize external research, identifying relevance and applicability to team-specific MLE activities.
- Consult with partners to maximize impact of projects and ensure optimal learning. This may include: site visits, convening meetings of key stakeholders, shaping reports on key findings and coordinating on dissemination plans.
- Promote effective knowledge management activities, including translation of research knowledge to practice environments, and other activities to promote utility of research-generated knowledge in field settings
- .•Review contract, RFP & grant proposals; provide clear, concise & insightful written analyses & recommendations for funding including drafting & editing proposal summaries, managing complex RFP processes.
- This role is responsible for high quality interactions and clear and consistent communications with grantees and partners in the field

Candidate Experience/Qualifications:

- Required 12+years of experience in leadership in social and developmental (desirable) communications, marketing or advertising
 - Ph.D. (an advanced degree in statistics, psychology, measurement, evaluation or a related field) preferred
- Senior level experience in monitoring and evaluation
- Required proven track record of leadership through teamwork, collaboration, and open communication
- Should have worked on large scale, complex communications programs across geographies
- Should have implemented communication interventions at community level, scale-up to deliver outcomes and impact

- Advanced understanding of behavioral science and social sciences
- Past experience in development sector/measurement and evaluation of such programs is desirable.
- Experience working with regulatory/government affairs is highly desirable
- Experience in program design and MLE plan development
- Ability to design MLE tools, surveys, surveillance systems, and evaluations
- Expertise in communications concepts, practices, strategies and tactics based on understanding of key audiences and objectives
- Excellent networking and relationship-building skills and the ability to interact with stakeholders and partner, both public and private
- Proactive, self-starter and able to work independently

Additional experience and core knowledge requirements available from Human Resources

Please send your resume to donna.vodar@scc-nsn.gov

Donna Vodar
Human Resources
3051 Sand Lake Road
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Posting Date: January 28, 2021

Closing Date: Open until filled