



Programme Monitoring and Learning Officer

ASPBAE is seeking to appoint a Programme Monitoring and Learning Officer.

The position involves coordinating inputs into a monitoring, evaluation and learning system; developing written and visual materials and publications for use in learning platforms; assisting with proposal development, policy briefs, case studies and other documents for review by senior staff.

We are looking for a proactive person as part of the ASPBAE team – a person with at least 7 years' experience in information, communications and report writing in English, and a relevant degree. The successful applicant will have experience in documentation, monitoring and evaluation of programmes, publications and work with social media, liaising with organisations and individuals, working with them to produce drafts, and final versions of documents within agreed deadlines.

The successful applicant will be an energetic, creative, flexible problem solver, with an ability to listen and evaluate. S/he will have excellent English language oral and written communication skills; cross-cultural, gender aware, interpersonal and representational skills, sound analytical, organizational, project and time management skills, and skills in word processing and using spreadsheets, internet and email communication.

The position is initially for 12 months, with a strong prospect of continuing for further years. ASPBAE can offer up to US \$2,200 gross compensation, per month at full time work and depending on qualifications and experience. The location of the position is negotiable, within the Asia Pacific region.

Applicants are requested to send a cover letter addressing the selection criteria, plus their CV and also the names, email and phone details of two referees to Bernie Lovegrove, email bernie.aspbae@gmail.com. Applicants are also requested to provide some examples of their written work. Some travel in the region would be expected.

A more detailed position description and selection criteria is available [here](#).

Applications close Monday 20 July 2018.