

# Job Vacancy

## Specialist in Monitoring, Evaluation, Accountability, and Learning (MEAL) for Justice Sector Projects

### About CEJA

The Justice Studies Center of the Americas (JSCA) is an international agency created by the General Assembly of the Organization of American States (OAS). Its mission is to support the reform and modernization of the justice systems of the Americas. We provide technical assistance to governments, judiciaries, and other justice institutions; formulate technical studies; and provide specialized training for operators and public policymakers in the field of justice.

JSCA is developing a new institutional strengthening stage that will increase its institutional capacities for monitoring, evaluation, accountability, and learning (MEAL) and results-based management (RBM). In this context, JSCA will increase the use of methodologies and technical tools for gathering and managing data, production of quantitative and qualitative evidence, and the development of theories of change and logical frameworks in its projects. The institution is also seeking to strengthen its feedback and learning processes with a view to increase its results, impact, and incidence on the justice systems of the Americas. This process will begin with MEAL applied to the project "Improving Access to Civil Justice in Latin America" (GAC3)<sup>1</sup> and will progressively extend to the institution's other projects.

### Role and Expected Results:

1. Design and implement the GAC3 project MEAL plan based on the logical framework, project activities, and project indicators.
2. Design and apply tools and procedures for data gathering and data processing and analysis based on the needs of the project objectives and components.
3. Coordinate and supervise the project database in order to generate quality information that aligns with the adequate production and verification processes and methodologies.
4. Organize and lead periodic meetings with the professionals responsible for gathering and analyzing the data.
5. Organize seminars, discussions, interviews, questionnaires, or similar products designed to produce evidence of the project results and impact. These methodologies may be in-person or virtual with specific target audiences, strategies, and scopes.
6. Prepare qualitative and quantitative GAC3 project reports.
7. Contribute to analyzing the logical framework, theory of change, results, and impact of the project in the context of the development of the final report.
8. Participate in coordination meetings with the institution's Executive Leadership, technical professionals, and administrative staff.
9. Contribute to the construction of JSCA MEAL plans and strategies.
10. Other tasks assigned to the incumbent by JSCA's Executive Leadership that contribute to the efficient monitoring of the goals, products, and activities of institutional projects.

---

<sup>1</sup>Project executed by JSCA over the past seven years with the support of Global Affairs Canada (GAC). We are currently implementing the final phase of the systematization of evidence of the results and impact of that project and the formulation of the final report.

**Personal requirements:**

- Proactive, motivated individuals with the ability to work with a focus on results in coordination with an international professional team are encouraged to apply.
- The individual must be very responsible with the ability to plan and organize their own workload subject to successful completion of goals, management of priorities, and efficient use of time.
- The individual must be ethical, transparent, and committed to contributing value to the institution through excellent quality professional performance.

**Professional requirements:**

- Resident or citizen of any country in the Americas.
- Professional with a degree in law, the social sciences, economics, management, or a related field.
- Graduate studies in project monitoring and assessment. (Please submit the relevant certificates.)
- Minimum of five years of experience in project monitoring and assessment functions, preferably related to the justice sector.
- Advanced capacity for analysis, synthesis, and drafting of technical reports.
- Knowledge of Microsoft Excel, Access, or other computer tools for producing and analyzing quantitative and qualitative data.
- Full time availability.

**Individuals with the following characteristics are especially encouraged to apply.**

- Knowledge or experience in the area of civil law.
- Experience working with justice system operators such as judges, litigators or public authorities in the Americas.
- Experience with results-based management.
- Advanced or high intermediate knowledge of the English language.
- Familiarity with the Microsoft Office 365 platform.

**Conditions:**

- The successful candidate be awarded a consulting contract through November 2022 that may be extended.
- The work may be performed in-person or remotely. JSCA has a digital collaborative work platform.
- The incumbent will report to JSCA's Executive Leadership.

**Terms:**

- Applications must be submitted between March 23 and April 3, 2022.
- Interviews: April 5-6, 2022
- JSCA will announce the results of this search on April 8, 2022.
- Start date: April 15, 2022

**To apply:**

- Please attach a letter of interest and CV with the names of two professional references including cell phone numbers for both references.