



ADA is an NGO based in Luxembourg that plays a leading role in the inclusive finance sector and in supporting the autonomous development of populations excluded from traditional financial services in Africa, Latin America and Asia. ADA is looking for a :

Monitoring, evaluation, accountability and learning (MEAL) officer Impact investing initiatives

You will be joining ADA's Knowledge Management team.

The team's responsibilities include identifying, capitalising on and sharing knowledge from ADA projects and those of other organisations, defining common methodologies and tools for project management, and coordinating the various levels of reporting on projects and other activities within the organisation.

You will mainly be involved in knowledge management activities, particularly for impact investing initiatives, but you may also be called upon to work on the other two strands.

Your responsibilities:

- Contributing to the definition of project monitoring and evaluation systems and key performance indicators of impact investing initiatives (grant-funded development projects or financing instruments), in collaboration with project managers and partners;
- Contributing to the production of reports and publications based on the analysis of data from monitoring process, surveys, project evaluations and capitalisation work;
- Contributing to the capitalisation of project knowledge and its formalisation in different types of media;
- Ensuring that the knowledge produced is disseminated by producing materials, organising events for sharing knowledge and experience, and possibly presenting results and/or moderating discussions.
- Participate in all other activities of the Knowledge Management team.

Your profile:

- University degree in development economics, sustainable or impact finance, international cooperation, development project management, or more broadly in economics, finance or social sciences
- At least 5 years of professional experience in impact evaluation for investment funds and/or development project monitoring and evaluation
- In-depth knowledge of issues relating to impact finance, especially climate and biodiversity finance, inclusive finance, and development in general (role of the private sector, poverty reduction, etc.).
- Ability to analyse quantitative and qualitative data
- Excellent command of Excel and of data analysis and visualisation software (R, Stata, PowerBI, etc.)
- Mastery of the theory of change approach
- Excellent ability to analyse and summarise information
- Excellent communication and writing skills in English and French, and ideally in Spanish
- Excellent planning and organisational skills, rigour and autonomy
- Team spirit, flexibility, ability to adapt to change

Open-ended contract based in Luxembourg City. Possibility of regular travel abroad.

If you are interested in this role and would like to join ADA, please apply by following this link by December 31 2024 : [Monitoring, Evaluation, Accountability and Learning Officer](#)