Irish Red Cross: Monitoring and Evaluation officer – Migration Programme (https://www.activelink.ie/node/116354)

Crois Dhearg na hÉireann
Irish **Red Cross**

JOB DETAILS

Title: Monitoring and Evaluation officer – Migration Programme

Duration: Fixed term for one year

Salary: Coordinator €40,000-€47,000
This role is assigned to the Job Family of: Coordinator. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.

Reporting to: Monitoring and Evaluation Coordinator

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

Migration is a priority focus for the Red Cross and Red Crescent Movement internationally as well as for the IRC in Ireland. Ireland, along with other countries, has experienced considerably more inward migration in recent years from people in need of protection and, as a result, is challenged to respond with appropriate supports for all affected. The IRC has worked on migration for several years and is considered a key actor in responding to the humanitarian needs of refugees/ migrants seeking protection and a future in Ireland, with programming in the areas of resettlement and responding to the Ukraine crisis, among others.

SUMMARY OF ROLE

The primary purpose of this role is to support the implementation of a comprehensive monitoring and evaluation approach across the migration programme, working under the guidance of the M&E Coordinator. The role requires independent execution of assigned tasks with emphasis on excellent data analysis, visualization, and interpretation skills and capacity to link data to programme-relevant concerns and needs. Based on demonstrated experience and capacity, there is scope for increased ownership and leadership in specific themes or areas over time.

ROLE RESPONSIBILITIES

Supporting Data Collection and Analysis

- Develop data collection resources – questionnaires, methodologies, etc – based on programme monitoring needs
- Support the M&E coordinator in administering surveys, interviews and focus groups, including supporting the development of scripts and guidelines and support in conducting interviews and focus groups
- Analyse data for accuracy, flag validation or quality issues, and contribute to enhancing the system
- Support data validation and monitoring datasets
- Conduct reliable and accurate quantitative and qualitative data analysis using advanced Excel functions and data visualization tools (PowerBI experience preferred)
- Review academic, NGO, and other credible sources to gather the latest information and best practices on relevant topics.

- Turn complex findings into clear, easy-to-understand summaries and action recommendations that support program planning, organizational decisions, and advocacy efforts.
- Design and create quality data visualizations and presentations

Research, Monitoring and Evaluation Support

- Design and implement M&E methodologies under guidance, including surveys, interviews, and focus groups
- Conduct desk and literature reviews for programme design and topical research needs
- Support evaluation processes from design through to final reporting
- Proactively validate data quality and identify potential biases or limitations
- Assist in conducting research/literature/context desk reviews at design stage for new project proposals
- Prepare and support presentation of high-quality reports on key summarized findings and interpretations for various audiences (donors, clients, policymakers, general public, partners, staff, management)
- Interpret complex findings and translate information into actionable programme recommendations
- Synthesize and compare reliably mixed-methods data to provide programme insights

Stakeholder Engagement and Capacity Building

- Support collaborative discussions with programme teams to build M&E understanding
- Assist colleagues in adapting to evidence-based programming culture
- Support M&E capacity building initiatives for programme staff
- Build positive working relationships across all levels of the organization

Accountability and Reporting

- Support with preparation of comprehensive annual reports for management, donors, and other stakeholders
- Support with maintenance and communication of compliance requirements for both internal and external policies and procedures

Organisation-wide

- Ensure compliance with required internal and external policies and procedures
- Work actively towards the achievement of the Irish Red Cross goals.
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the M&E coordinator that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Third level qualification in statistics, research methods, international development, public health, or related field, including data analysis modules or projects completed
- Minimum 1 year experience in translating data analysis and research methodologies into programmatic recommendations or learnings
- Experience of preparing reports on progress or findings from analyses or M&E activities
- Experience in compiling and communicating literature reviews or topical research
- Capacity to connect data, information and research with actionable programmatic recommendations
- Proven capacity in Excel and data visualization
- Development/Humanitarian/NGO/CSO programming knowledge or experience with understanding of programme cycles and concerns
- Demonstrated ability to work independently with minimal supervision and deliver high-quality outputs
- Excellent analytical and critical thinking skills with ability to synthesize and interpret complex information
- Strong written and verbal communication skills
- Ability to adapt writing for staff, client, and external audiences
- Friendly and collaborative team approach
- Fluent English (written) and advanced professional English (spoken)
- Right to work in Ireland

Desirable Criteria

- Brings a positive, solutions-focused approach and is comfortable working collaboratively in a dynamic team environment.
- Open to new ways of working and able to adapt to evolving priorities and processes.
- Background in M&E or business analysis for progress measurement of activities
- Experience conducting interviews, focus groups, surveys, and/or research
- Advanced degree in statistics, research methods, or evaluation
- Statistical software proficiency (Python or similar) applied in social/humanitarian related analyses
- Advanced statistical analysis capacity including regression analysis (linear, logistic, multiple), significance testing, confidence intervals, margin of error calculations, correlation analysis, chi-square tests, and/or ANOVA
- Experience with PowerBi dashboard creation linked to Excel or databases
- Canva/other design software
- Experience with supporting impact assessments and evaluations, including statistical analysis and/or methodologies of the data collected
- Knowledge of the work of the Irish Red Cross
- Ability to accurately translate written text from additional languages to English (e.g. Spanish, Romani, Ukrainian, Russian, Arabic, Dari or Pashto, etc.) would be an advantage.

FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland. The role is a full-time position based on a 35-hour working week, based on flexitime arrangements.

APPLICATION PROCESS

To apply for this contract, please forward a copy of your CV, together with a cover letter to jobs@redcross.ie (mailto:jobs@redcross.ie)

Your email should contain Monitoring and Evaluation Officer-Migration Services in the subject line. Proposals should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

Please include in your cover letter specific examples of:

- Data analysis projects you have worked on/conducted or methodologies you have employed
- Details of your programme-related experience or knowledge

The closing date for applications is 4th July 2025. Shortlisted candidates will be invited to a 2-hour interview session, which will include a 35–45 minute interview followed immediately by a short technical assessment focused on basic data analysis and reporting. We expect to hold interviews week beginning July 21st.

This role is partially funded by the Government of Ireland and the European Union

Region
Dublin

Date Entered/Updated
23rd Jun, 2025

Expiry Date
4th Jul, 2025

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