



**Social Accountability International (SAI) – Human Rights@Work**  
**Position: Research, Monitoring, and Learning Officer (Contract position)**  
**Location: Malaysia**

**Social Accountability International (SAI)** is a non-profit organization advancing labor standards and working conditions around the world. We envision a world where workers, businesses, and communities thrive together. SAI is a leader in policy and implementation – developing social standards, guidance and tools, facilitating learning and capacity building, and convening partnerships to drive dialog and consensus-based solutions. Find out more on our website [www.sa-intl.org](http://www.sa-intl.org).

**Job Description:** Reporting to the Director of Innovations & Partnerships, this position is responsible for designing, building, and implementing a robust Monitoring & Evaluation (M&E) program for a USDOL grant-funded project in Malaysia to combat forced and child labor in the apparel and palm oil industries.

The role of the Research, Monitoring, and Learning Officer throughout the course of the project, will include, but not be limited to:

- Design and manage development of the Comprehensive Monitoring and Evaluation Plan (CMEP), to include:
  - Assessments of beneficiary needs
  - Indicator development across project and geographic locations, including incorporation of the organizational core indicators
  - Routine monitoring of the various program activities
  - Evaluations of the effectiveness of program interventions
  - Accountability feedback mechanisms to ensure responsiveness to needs and clients
  - Review the performance indicators and reports produced by different stakeholders and suggest necessary changes
  - Ensure that the established guidelines on project M&E for different project components are respected
  - Data collection, including digital data collection where feasible
- Collaborate with external M&E experts to develop CMEP tool;
- Manage external consultants carrying out on-the-ground baseline and follow-up survey data collection;
- Monitor and report on the performance of the programs in the region and suggest measures to improve the monitoring system;
- Assist in improving communication and information sharing between different stakeholders;
- Assist the Project Director in preparing periodic reports on the activities, schedule, and financial status of all project components in a standard reporting format as required;
- Coordinate with communities, service providers, and local governments in the region to ensure a long-term approach to participatory M&E process;
- Support development of tools and systems that ensure recommendations/lessons learned from previous grants flow back into project design of new grants;
- Support project/program staff to properly document, organize and capture program progress and create a tools library to increase institutional learning and disseminate lessons learned.

## Experience/Qualifications

- Minimum of five (5) years of professional experience in a senior M&E position responsible for implementing M&E activities of an international development project(s);
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages;
- Bachelor's or Master's degree in statistics, demographics, public policy, international development, economics, or related field; or, ten (10) years or more of related work experience. (If qualifying with a Bachelor's degree, it is preferred that the candidate also hold an advanced certificate in M&E, statistics, or economics);
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, and developing M&E and/or performance monitoring plans;
- Experience with designing and implementing results-based monitoring systems for projects focused on capacity building;
- Ability to facilitate and serve as project liaison for externally managed evaluations;
- Fluency in English required.
- Proficiency in Bahasa Malaysia or another language commonly used by stakeholders in the industries targeted by the project is preferred.
- Experience working in Malaysia or source countries for labor is preferred.

**To apply**, please send resume and cover letter to [recruits@sa-intl.org](mailto:recruits@sa-intl.org). All applicants **MUST** include job title "**SAI Research, Monitoring, and Learning Officer**" in the subject line of their email submission.

The position is based in Malaysia. Compensation commensurate with experience and appropriate for a charitable organization of SAI's size. SAI is an Equal Opportunity Employer.