

Job Announcement

Program Officer – Monitoring and Evaluation

Reports to: Asia Program Director
Last Updated: June 12, 2024

The ILF is seeking a dynamic, team-oriented professional to support the ILF's efforts around the world to protect and advance the rights of those most vulnerable and increase access to justice by showing the impact of quality legal aid services. The Program Officer will support our diverse global team—with a focus on the ILF country offices in Asia— by being responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of our programs. They will play a substantial role in program management, project implementation and effective reporting to donors. This position provides an opportunity for individuals with experience in M&E, data analysis, social science research, and project management to advance in their career and actively contribute to the fight for equity and social justice. The ideal candidate will be knowledgeable about the criminal justice system and also have excellent communication and writing skills, be organized and strategic, and a self-starter who deals well with change.

This position is intended to be based out of the ILF's New York headquarters in Midtown Manhattan or in one of our global offices, but both hybrid and remote opportunities are available. The salary range for this position is \$60,000 to \$75,000. The ILF considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. The ILF offers comprehensive benefits including health insurance and a 403(b) retirement plan.

Established as a not-for-profit organization in 2001, the ILF is the leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide criminal defense services and build sustainable, effective legal aid institutions. Headquartered in New York City, the ILF has legal aid programs in Afghanistan, the Republic of Georgia, Myanmar, Nepal, Palestine, and Tunisia, and advises many more countries around the world. To date, ILF lawyers have represented more than 80,000 people suspected or accused of criminal offenses and trained thousands of legal aid lawyers to provide quality legal aid services. The ILF also performs high-level advocacy, pushing countries, international institutions, and donors to prioritize legal aid as a fundamental human right and a crucial global development issue. Our work prevents torture and mistreatment, promotes alternatives to detention, and builds fair and effective justice systems.

For more information, visit www.theilf.org.

Key Responsibilities:

- Develop M&E frameworks, plans, and indicators which track and analyze outcomes and results, including those related to delivery and impact of quality legal aid services.
- Develop data collection tools to gather qualitative and quantitative data.
- Participate in strategic M&E and reporting processes which include the continuous refinement of our M&E systems at the country and organizational level.
- Support country directors and ILF senior team members to identify gaps and needs in data analysis and reporting processes.
- Assist in the development and dissemination of new tools, processes, and routines.
- Support compliance with donor requirements, including, but not limited to, tracking grant

commitments and managing the drafting, review, editing and submission process of reports in a timely manner. This involves:

- Cooperating with the Program Director and country office teams to keep up to date on program activities and achievements and ensure that program highlights, challenges and successes are communicated to ILF leadership and donors.
- Working with program staff to ensure collection of necessary data for donors and timely and accurate reporting of M&E results following donor requirements.
- In coordination with the global program team keep up to date on new government and foundation grant awards, including regularly reviewing websites, subscribing to email lists and sharing application opportunities with the management team. Provide support for proposal development, concept notes, or other applications for funding.
- Train and mentor country-based staff on project management and report writing so that local staff can better engage with donors and draft effective reports and proposals for funding for their individual country programs.
- Work with program staff around the world to develop research, analysis, communications and strategies to address the most pressing issues impacting justice involved persons.
- Provide support and oversight as needed to trainings and conferences hosted by the ILF or attended by ILF team members.
- Other duties as assigned.

Qualifications:

- A belief in the mission of the International Legal Foundation and a demonstrated commitment to human rights, social justice and criminal justice reform
- Degree in social sciences, international development, economics, statistics, demographics, public policy, data management, or related field. Significant professional experience in monitoring and evaluation may substitute for advanced degree.
- Minimum of 3 years of experience in a monitoring and evaluation role responsible for designing and implementing M&E activities, ideally in the justice sector.
- Strong information gathering, writing, and editing skills
- Ability to work collaboratively and multi-task, managing numerous priorities and emerging opportunities, and working with a sense of urgency in a dynamic, fast-paced environment.
- Excellent organizational skills with ability to work on multiple projects in a deadline-oriented environment. Ability to prioritize tasks and to delegate as appropriate.
- Ability to work effectively with people of diverse backgrounds, lived experiences, and communication styles.
- Commitment to prioritizing diversity, equity, and inclusion as well as embracing transparency and authenticity in daily work life.
- Ability and willingness to travel to conflict-affected/transitional countries
- Knowledge of a language spoke in an ILF country program helpful

Kindly submit your resume, a thoughtful cover letter (including how your life experience would add to this position) and writing sample to jobs@theilf.org by **July 31, 2024**. No telephone inquiries please. Only candidates selected for an interview will be contacted.

Antiracism, diversity, and equity are critical to our organizational values and to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The ILF is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply. System-impacted people (i.e. people with past involvement with the criminal justice system, directly or through family) are also strongly encouraged to apply.