

## ROLE PROFILE

<b>JOB TITLE:</b>	MEL Officer	<b>REPORTING TO:</b>	MEL Manager
<b>TEAM:</b>	Monitoring, Evaluation, and Learning	<b>DATE:</b>	March 2026
<b>WEEKLY HOURS:</b>	Full-time	<b>WORKING LOCATION(S):</b>	Dublin or Brussels
<b>CONTRACT TYPE:</b>	Permanent	<b>SALARY:</b>	FLD Grade G

### Principal Objectives

The Monitoring, Evaluation, and Learning (MEL) team at Front Line Defenders supports the organisation in planning, monitoring, reporting on, evaluating, and learning from its work by developing and implementing MEL systems, frameworks, and processes. The team works closely with program, regional, and development teams to support data collection, analysis, and learning, and contributes to the development and monitoring of the organisational Strategic Plan.

The MEL Officer supports the operations of Front Line Defenders' MEL system by implementing MEL frameworks, supporting regional and program teams in the application of monitoring tools and processes, conducting data analysis to inform reporting and learning, and contributing to evaluation and learning processes. The role works closely with the Database Administrator and the MEL Manager.

### Key Responsibilities

#### Monitoring and Data Collection

- Support the implementation of regional, program, and donor MEL frameworks
- Develop monitoring and tracking tools and sheets aligned with program, regional, and donor MEL frameworks – in coordination with MEL Manager, program and regional teams, and the development team
- Work closely with program and regional teams to support the systematic collection of monitoring data

#### Data Analysis and Reporting

- Contribute to the preparation of narrative reports by analysing compiled information and data from regions, programs, and partners
- Conduct quantitative and qualitative data analysis of monitoring data to inform reporting and program reflection
- Produce data summaries and visualisations to support internal reporting, reviews and evaluations, and donor reporting
- Work closely with the research team to ensure monitoring data supports research reports, providing clean, structured and analysed datasets

**Evaluation and Learning**

- Support the consolidation of monitoring findings, lessons learned, and programmatic insights across regions and programs
- Contribute to the documentation of case studies, stories of change, and other qualitative evidence of impact
- Support planning for and documenting the outputs of internal learning workshops and reflection processes
- Provide support to external consultants conducting evaluations or learning papers, including facilitating connections with internal and external respondents
- Contribute to the compilation and organisation of monitoring data and documentation required for evaluations

*This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.*

Reporting Structure	
<b>Directly:</b> MEL Manager, Director of Development	<b>Indirectly:</b> N/A
Key Relationships	
<b>Internal:</b> Database Administrator, MEL Manager, Institutional Grants Managers, Researcher, Program and Regional Teams	<b>External:</b> Contracted consultants, Partner NGO's

Salary
€36,241 - €66,700 per annum (Grade G, 12 Points) Placement on range will be commensurate with experience and qualifications
<b>Benefits Include</b>  26 days annual leave, Pension, Health Insurance, Income Protection, Life Assurance, Employee Assistance Scheme (EAP), Monthly Well-Being Provisions, Laptop, Mobile Phone.

Person Specification
<b>Experience and Education</b> <u>Essential</u> <ul style="list-style-type: none"> <li>• At least 3 years of professional experience in MEL within human rights, humanitarian, development, or philanthropy sectors</li> </ul>

- Advanced university degree in human rights, social sciences, development or humanitarian studies, or a related field

**Knowledge and Skills**

Essential

- Demonstrated experience supporting the design and implementation of MEL frameworks, indicators, and monitoring tools
- Strong quantitative and qualitative data analysis skills, including the use of data analysis tools or software
- Ability to develop and use monitoring tools such as surveys, evaluation forms, and tracking sheets
- Experience in compiling and analysing monitoring data for internal reporting and donor reports
- Knowledge of intersectional approaches in human rights programming, monitoring, and reporting
- Familiarity with the HRDs protection ecosystem and the key issues affecting human rights defenders

Desirable

- Familiarity with databases or CRM systems
- Experience working with multiple regions or programmes
- Experience supporting evaluations and learning processes

**Front Line Defenders Values:**

**1. Working with HRDs:**

- Commitment to our Work
- Responsiveness to HRDs
- Decision Making & Problem Solving
- Exercising Good Judgement
- Listening
- Results Focussed
- Perseverance

**2. Developing Myself:**

- Self-Awareness
- Adapting to Change
- Proactive Learning
- Managing My Well-being

**3. Working With Colleagues:**

- Respect for the Individual
- Building Trust
- Collaborative Working
- Communication With Each Other

#### 4. Leadership:

- Strategic Thinking
- Engaging With People
- Stewardship of Resources

#### Selection and Appointment:

- To apply, candidates need to submit a copy of their application - CV and cover letter - via the '**Apply now**' button;
- Cover letters should be addressed to **Mark Leonard, HR Manager;**
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held during **April and May 2026;**
- The appointment is expected to be effective from **June 2026;**
- **Closing date;** midnight (local Irish time) on **19 April 2026** as per FLD vacancies page: <https://www.frontlinedefenders.org/en/recruitment-volunteering>

**Front Line Defenders is an Equal Opportunities Employer**