

JOB DESCRIPTION

Position Title	Monitoring and Evaluation Business Analyst
Starting date	April 2024
Occupational rate	100 % occupancy rate
Location	Colombia or Peru
Reports to	CEO Swiss Better Gold Association
Purpose	The Monitoring and Evaluation (M&E) Business Analyst is responsible for the design, coordination and implementation of the Swiss Better Gold monitoring and evaluation system. The M&E Business Analyst is responsible of overseeing systematic use monitoring tools to maintain and improve the qualitative and quantitative evidences gathered by the Program Implementation Teams.
About Swiss Better Gold Association	<p>Swiss Better Gold Association is a non-for-profit association created by Swiss businesses active in the gold supply chains. The Association's main objective is to support Artisanal and Small-scale Mining (ASM) sector in improving social and environmental practices, as well as facilitating the entry of these responsible ASM gold producers into the international market.</p> <p>To achieve these objectives, the Association has entered a public-private partnership with the Swiss Secretariat for the Economic Affairs (SECO), and, since 2013, jointly runs the Swiss Better Gold Initiative (SBG Initiative) in several gold producing countries.</p>

DUTIES AND RESPONSIBILITIES:

- Manage selection and development of a tailored Swiss Better Gold M&E tool.
- Coordinate successful implementation of the M&E tool.
- Ensure systematic use of monitoring tool to improve qualitative and quantitative program documentation produced by implementation teams & independent verifiers.
- Ensure Program data consistency and availability at all times.
- Report monthly, quarterly, half-yearly and annual progress on all project activities.
- Provide training, support and trouble shooting service on M&E tool to Program Implementation Team as needed.

- Suggest strategies to the Project Management Team for improving the efficiency and effectiveness of the program by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.
- Contribute to regular review of program indicators and a monitoring strategy.
- Conduct regular assessment and report on existing monitoring and evaluation systems including on site visits.
- Perform other duties as required.

DESIRED SKILLS AND QUALIFICATIONS:

- Interest and ability to contribute to Swiss Better Gold values and objectives.
- Degree in Business Administration, Economics, or related field.
- 5 years of experience in monitoring and evaluation.
- Experience in designing tools & strategies for data collection, analysis, and production of reports.
- Proven ICT skills, especially in the development of MIS software using database software.
- Expertise in analyzing data using statistical software.
- Strong training & facilitation skills.
- Ability to multitask and prioritize work.
- In-depth knowledge on MIS, M&E and development issues.
- Proficiency in spoken and written Spanish and English.
- Ability to respond positively to critical feedback and different points of view.

Tannay, 09.02.2024