Monitoring & Evaluation Officer

Monitoring & Evaluation Officer for the European Union-funded project

“Improving the resilience of Critical Entities and the protection of Public Spaces and the Cyber-space against security threats in the Western Balkans” (Croatia)

The EU has launched a 3-year project in the Western Balkans aimed at strengthening the capacities of the region to effectively detect, investigate and respond to terrorist threats on public spaces and critical infrastructures, and strengthening the resilience of cyber space. This European-funded action is in line with the goals set under objective 5 of the EU’s Joint Action Plan on Counter-Terrorism for the Western Balkans, focused on strengthening citizen and critical infrastructure and entities’ protection in the region.

LIMITE DE CANDIDATURE

10 Mars 2026

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

CIVIPOL, the operator of the French Ministry of Interior, will manage the project and is looking for a Monitoring & Evaluation Officer in the Programme’s Project Management unit for 36 months, starting in March 2026.

PROFILE

An experienced Monitoring and Evaluation professional, with strong expertise in results-based management, programme performance monitoring and evaluation of EU-funded projects, sound knowledge of logframe-based approaches and data collection methodologies, as well as international cooperation experience.

MISSIONS:

The Monitoring & Evaluation (M&E) Officer is responsible for designing, implementing, and maintaining effective
monitoring, evaluation, and quality management systems for the programme. S/he supports evidence-based decision- making by ensuring systematic data collection, analysis, and reporting in line with the programme logframe and contractual requirements. Working closely with the Project Directors and the project team, the M&E Officer contributes to the continuous improvement of programme performance and accountability.

TASKS:

Monitoring, Evaluation and Performance Management

- Develop, adapt, and implement M&E tools for the programme in line with the programme logframe.
- Regularly monitor activities’ implementation, performance, and deliverable production against agreed indicators.
- Update project indicators, OPSYS and other monitoring systems, and conduct analysis of indicator performance in close coordination with the project team.
- Maintain the programme monitoring matrix and the operational risk listing, ensuring risks are regularly

reviewed and mitigated.
- Conduct programme reviews every 12 months to collect data for updating the logframe table and performance framework.

Data Collection, Surveys and Evaluation Activities

- Prepare surveys for each activity and training action.
- Organize and conduct internal evaluations, including baseline studies, post-activity assessments, training progress surveys, and surveys among beneficiaries.
    - Ensure that evaluation findings and collected data effectively inform programme adjustments and future activities.
- Act as the focal point for, and accompany, external audits and evaluations.

Reporting and Documentation

- Provide a structured framework for activity reporting (monthly, quarterly, and annual).
- Consolidate activity and performance reports from the Project Directors into a single coherent document for submission to the European Commission.
- Ensure consistency, quality, and completeness of monitoring and evaluation data used for reporting purposes.

Quality Management and Procedures

- Ensure the systematic follow-up of all monitoring and evaluation data contributing to the overall quality management of the project.
- Draft the project manual, including operational rules and procedures applicable to the project.
- Prepare reporting templates, monitoring tools, and other standardized documents required for project implementation.

Technical Support and Coordination

- Contribute to the implementation of the approved workplan through continuous monitoring and analytical support
- Contribute to the drafting of Terms of Reference for activities and experts.
    - Support project teams in understanding and applying M&E requirements and tools across programme activities.

QUALIFICATIONS AND SKILLS REQUIRED:

- Proven experience in monitoring and evaluation of complex projects or programmes, preferably EU-funded.
- Strong knowledge of results-based management, logframes, indicators, and performancemonitoring systems.
- Experience in designing and managing surveys, data collection tools, and evaluation methodologies.
    - Demonstrated ability to analyze qualitative and quantitative data and translate findings into actionable recommendations.
- Excellent drafting and reporting skills, including consolidation of inputs from multiple stakeholders.
- Familiarity with EU monitoring systems (e.g. OPSYS) and donor reporting requirements is an asset.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks simultaneously.
- Ability to work collaboratively with multidisciplinary teams and external evaluators.
- High level of autonomy, rigor, and commitment to quality and accountability.

LOCATION:

The post will be based in Zagreb (Croatia). Regular visits to the Western Balkan partners (once a month at

least) will also be required.

DURATION:

3 years full-time, initial contract of 1 year.

REMUNERATION:

According to skills and experience.
Contract according to the status of the expert.

CONTACT:

Please send your application in English before 10/03/2026 (cover letter + CV in EuropeAid format) to the following address SPERBER.S@civipol.fret claire.avon@civipol.fr

