



Changing the way the world sees.

## JOB DESCRIPTION

**JOB TITLE:** MEL Manager, Vietnam

**JOB GRADE:** 22

**BUSINESS UNIT:** Orbis Global Programmes

**EMPLOYMENT TERMS:** Limited-Term (Over 6 months) Full-Time

**COUNTRY OFFICE/DEPT:** Vietnam

**APPROVED BY:** Ngoc Pham - Country Director

**DATE:** September 25

---

### JOB SUMMARY

---

The Monitoring, Evaluation and Learning (MEL) Manager leads Orbis Vietnam's MEL function to ensure programs are evidence-based, outcome-focused, and aligned with donor and global frameworks. This role is responsible for strengthening data systems, supporting program design and reporting, and embedding learning into program delivery. The MEL Manager also represents Orbis Vietnam on MEL matters with donors, partners, government counterparts, and Orbis global colleagues.

### LOCATION

---

Hanoi, Vietnam with regular travel to project sites (30%)

### REPORTING & WORKING RELATIONSHIPS

---

The MEL Manager reports directly to the Country Director and has a technical reporting line to the Global MEL Director (or designee). The role works closely with the Vietnam Program and Finance Teams, collaborates with the Global MEL Team for technical support.

### ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

---

#### **Strategic Leadership & Planning (20%)**

- Lead the development and implementation of Orbis Vietnam's MEL strategy in alignment with the Global MEL framework.
- Drive the integration of MEL into country strategy, ensuring focus on outcomes and impact, not only outputs.
- Oversee the annual Monitoring, Evaluation & Learning Plan (MELP), ensuring it aligns with donor and program priorities.
- Provide high-level MEL inputs for strategic planning, fundraising, and program design.

#### **Monitoring & Evaluation Systems (30%)**

- Design and oversee robust MEL systems, frameworks, logframes, and indicators for all new projects.
- Ensure strong alignment with donor frameworks, including outcome- and impact-level reporting.
- Lead baseline studies, target-setting, variance analysis, and evaluations to inform adaptive management.
- Supervise and ensure quality assurance of data collection, validation, and reporting across all projects.
- Guide the effective use of Spectrum for reporting, analytics, and visualization.

#### **Data Automation & Innovation (15%)**

- Play a key role in adopting and contextualizing data automation and schema frameworks developed by the Global MEL team.
- Ensure these tools are applied effectively in Vietnam to streamline reporting, reduce duplication, and create real-time visibility of program performance.
- Champion the use of innovative MEL technologies and digital tools to enhance data quality, timeliness, and usability.

**Learning & Knowledge Management (20%)**

- Foster a culture of learning by organizing reflection workshops, learning reviews, and cross-team knowledge exchanges.
- Lead the documentation and dissemination of lessons learned, case studies, and success stories for internal and external audiences.
- Translate evidence into actionable insights to shape program adaptation, donor engagement, and policy dialogue.
- Build capacity of staff and partners to strengthen MEL competencies and ensure sustainability.

**Donor Engagement & Representation (5%)**

- Lead MEL inputs for donor proposals and reports, ensuring high-quality, outcome-focused deliverables.
- Represent Orbis Vietnam in MEL discussions with donors, government agencies, and external partners.
- Ensure MEL evidence strengthens Orbis Vietnam's credibility and visibility in the global development community.

**Other duties (10%)**

- Provide guidance and technical oversight to partners or program staff contributing MEL data and reports, ensuring quality, accuracy, and timely submission.
- Ensure MEL practices comply with ethical standards, safeguarding principles, and data protection requirements.
- Work closely with Program and Finance teams to ensure MEL data supports program delivery, financial accountability, and donor compliance.
- The MEL Manager may be asked to undertake other duties as assigned by the supervisor.

**QUALIFICATIONS & EXPERIENCE**

---

- Vietnamese citizen.
- Master's degree required in public health, statistics, epidemiology, development studies, or a related field.
- Minimum 7–10 years' MEL experience, with at least 3–5 years in a management or leadership role in international development or public health.
- Demonstrated experience designing and managing MEL systems, frameworks, and logframes with a focus on outcomes and impact.
- Proven experience delivering MEL outputs for donors and externally funded programs.
- Hands-on experience with database management and data automation, including developing or adapting schemas for integration across projects, and leveraging Orbis MEL platforms (such as Spectrum) to generate real-time insights.
- Proficiency in statistical software (SPSS/Stata) and Microsoft Office.
- Strong written and verbal communication skills in English and Vietnamese.
- Willingness to travel regularly to project sites.

**SKILLS & ABILITIES**

---

- Ability to move MEL beyond compliance and output tracking to focus on outcomes and impact
- Ability to turn data into actionable insights that influence programs, donors, and policy
- Experience mentoring staff, guiding consultants, and building MEL capacity of local partners
- Strong ability to design and lead evaluations, assessments, and research using quantitative and qualitative methods
- Ability to synthesize complex data for donors, government, and stakeholders
- Ability to lead and collaborate across diverse teams and functional areas
- Flexible and solution-oriented approach to challenges in program implementation



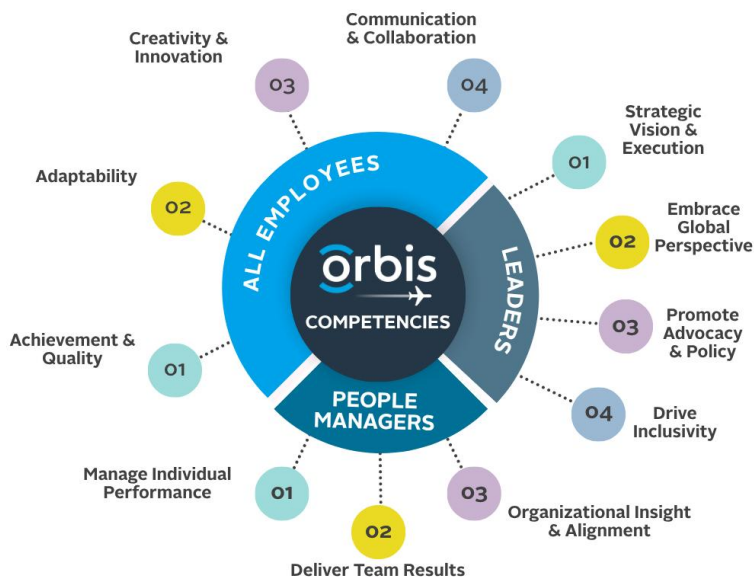
Changing the way the world sees.

## ORBIS VALUES & COMPETENCIES

At Orbis, our values and competencies are central to how we work and grow, both as individuals and as a global organization. These expectations apply to all employees and help ensure that we are aligned in our mission and impact.

**Our Values in Action:** We are guided by five values: **Accountability, Commitment, Innovation, Integrity, and Equity.** These values reflect how we engage with our colleagues, partners, and the communities we serve. We expect everyone at Orbis to model these values in daily decisions and behaviors.

**Our Competencies in Action:** These describe the key skills and behaviors needed to succeed at Orbis. They are used in performance discussions and to support career development across roles.



Competencies	Application
Core	All Employees
People Managers	All roles supervising at least one Orbis employee
Leaders	All roles Grade 24 of higher

👉 Click here for a quick overview of [our values](#) and [competencies](#)

To learn more about Orbis, go to <http://www.orbis.org>

## HOW TO APPLY

Interested candidates are encouraged to apply by clicking on the following link: [Career Center | Recruitment](#)

Application Deadline: Submit your application no later than 17:00 PM on 22 October 2025.

Please note that only shortlisted candidates will be contacted for an interview.

*Orbis is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, disability, veteran status, or any other protected characteristic.*

*We encourage applications from qualified individuals of all backgrounds, cultures, and communities, particularly those underrepresented in the international nonprofit sector. Orbis is proud to foster an environment where everyone can contribute meaningfully and thrive.*



Changing the way the world sees.

TO BE COMPLETED AND RETURNED TO HIRING MANAGER/HR FOCAL POINT BY GLOBAL HR ONLY AFTER GRADING:	
KF-Architect Job Code:	Date Job Evaluated:01/10/2025
FLSA Classification (US Only) <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Orbis Job Grade: 22