



AGA KHAN FOUNDATION, KYRGYZ REPUBLIC

The Aga Khan Foundation (AKF) is a non-denominational, international development agency established in 1967 by His Highness the Aga Khan. Its mission is to develop and promote creative solutions to problems that impede social development, primarily in Asia and East Africa. Created as a private, non-profit foundation, AKF has branches and independent affiliates in 15 countries.

In the Kyrgyz Republic, AKF is engaged in the areas of education, health, rural development, and civil society support. For more information, please refer to www.akdn.org

The Position

Given the increasing complexity and scope of AKF's work in the Kyrgyz Republic, the successful candidate would lead processes to ensure the precise measurement and thoughtful analysis of programme outcomes as well as to coordinate evaluation and learning across the unit. Specifically, the **Research, Evaluation, and Learning Officer** would:

1. Establish and manage systems for the unit to collect, analyze document, and present programme information to evaluate performance, contribute to proposal development, and inform decision-making.
2. Work with Programme Officers and other staff to streamline and implement a monitoring and evaluation framework for the unit;
3. Establish and manage a system in which programme data can be regularly updated, consolidated, and organised; clearly presented; and easily shared;
4. Assist in streamlining and standardising documentation procedures across the unit;
5. Design and manage evaluations, research and other studies across the unit to assess programme interventions as well as to document best practices and lessons learned;
6. Develop the capacity of M&E staff in the unit through a combination of direct support, the identification of training, and other means; and
7. Cultivate a culture of learning and orientation towards assessing programme outcomes across the unit.

Required Qualifications and Experience

- Master's level education and at least five years of experience in knowledge management, monitoring and evaluating or a similar field;
- Relevant qualifications and experience in quantitative and qualitative research, including survey design and implementation, database development, and statistics;
- Critical understanding of international development issues, particularly in the sectors relevant to AKF's work in the country;
- Strong interpersonal and organisational skills; demonstrated ability to lead and mentor teams; and willingness to travel to rural areas; and
- Excellent written and verbal communication skills in English; knowledge of Russian would be an asset;
- Knowledge and skills associated with geographical information systems (GIS) are desirable.

Interested candidates are invited to submit their CV in English together with a cover letter, two references, and a writing sample to asel.bektashova@akdn.org. The deadline for application is **15 January 2011**.

Employment type: Full time

Department: AKF

Job location: Kyrgyz Republic