CARITAS CZECH REPUBLIC
JOB DESCRIPTION

I. Position Information

Job title:	**Monitoring and Evaluation Internship**
Expected duration of assignment:	Minimum six to maximum of twelve months
Workhours:	Full time and part-time placement possible
Duty station:	Prague, Czech Republic

II. Organizational Context

Caritas Czech Republic is a member of the Caritas Internationalis Catholic family of charities. In the Czech Republic, Caritas is the largest non-governmental provider of social services and through the Humanitarian Aid and Development Cooperation Department has ongoing humanitarian projects in Central and Eastern Europe, South East Asia, the Horn of Africa and Haiti. For more than fifteen years, CCR has been engaged in humanitarian crisis and development programs around the world. Learn more about Caritas Czech Republic at http://caritasczech.org/en.

CCR is based in the Czech Republic, and the working language for the larger organization is Czech. Within the Humanitarian Aid and Development Cooperation Department, English is used as the working language.

III. Description of Responsibilities

The M&E Intern will take a lead role in the Humanitarian Relief and Development Cooperation Department's work to develop more effective tools and methodologies for assessing the impact of Caritas Czech Republic around the world. This includes the development of more comprehensive project management tools in HQ and the field. The aim of the internship is to design, implement and monitor tools to improve efficiency, integration and accountability across the department to ensure Caritas is delivering high quality projects with the greatest impact and efficiently.

IV. Recruitment Qualifications

- Excellent analytical skills
- Able to provide evidence of experience of monitoring and evaluation in practice
- Proficiency in data analysis software required
- Excellent interpersonal and communication skills, and comfortable working across cultures
- Willingness to perform administrative tasks (not more than 25% of internship)
- Fluency in written and spoken English and the ability to edit texts in English

- Knowledge of or fluency in the following languages is an advantage: Czech, Russian, Georgian, Moldovan, Albanian, Serbo-Croatian, Creole, French, Cambodian, Burmese, Indonesian, Mongolian
- If not Czech-speaking, an understanding that much of the department communication will be in Czech and a willingness to learn the basics of communication
- A strong personal initiative to plan ahead and manage own workload
- Demonstrated understanding of development sector
- Previous experience in non-governmental sector appreciated
- Demonstrated strong writing skills in English

V. Caritas Offers

The position of M&E Intern is unpaid, but CCR will provide a mentor for the intern and access to a workstation. The Intern will have the opportunity and freedom to develop tools that will be tested by CCR staff in HQ and in the field. This experience will help the intern fine-tune the tools to the needs of the organization in several countries. Upon a successful completion of the internship, CCR will provide references and letters of recommendation based on the intern's performance.

How to apply :

Interested candidates should send a CV and a 1-2 page motivation letter in English to the following address: internship.caritas@gmail.com by 9AM Monday 14 October 2013. Responses will be sent to select candidates by 31 October 2013. Caritas thanks in advance all interested candidates, but may not be able to respond to all in the case that an interview will not be offered.