Vacancy Announcement

Monitoring and Evaluation Specialist

(REF. 2026-12)

Position title: Monitoring and Evaluation Specialist

Team: Performance and Impact

Required FTE: 80%

Required travel: Some travel, up to maximum 10% of time

Reports to: Head – Performance and Impact

Scope of the role

Violent extremism is a direct threat to international security, economic growth, and development. GCERF works to prevent violent extremism by investing in people. As the only global fund dedicated to preventing violent extremism (PVE), we connect local communities to global resources and support grassroots initiatives that are often out of reach for international donors. We fund community-centric initiatives led by civil society organisations to address the local social, economic, and political drivers of violent extremism.

The Monitoring and Evaluation Specialist will be part of GCERF's dynamic and high-performing team of Monitoring and Evaluation experts. This role is responsible for ensuring the quality of monitoring, evaluation and evidence across assigned grants, including results frameworks, assessments, and evaluations. Provides technical support to the Performance & Impact unit in line with the role holder's expertise.

Principal accountabilities and ownership

Grant-management: Responsible for ensuring M&E quality throughout the management of assigned grants, including oversight of results frameworks, and capacity building needs. Coordinate with the P&I Associate on routine results reporting, data quality and related monitoring processes, providing technical review and guidance as required.

Assessments and Evaluations: Responsible for planning, managing or advising on assessments across assigned grants, including baselines, endlines, evaluations and third-party monitoring (TPM). Ensure the methodological quality of assessments and support the use of findings for programme and grant management.

Coordination: Liaise and coordinate with Portfolio and Finance teams within each Country/Regional Team.

P&I support: Contribute to Performance & Impact unit priorities in areas aligned with the role holder's technical skills and expertise, including technical analysis, methodological support, development of tools and guidance, and other technical inputs as required.

Knowledge/Experience/Qualifications

- Fluency in English and Russian; working knowledge of French is an advantage (B2-level).
- Strong, proven monitoring and Evaluation experience, specifically assessment experience, is required, as well as project management or applied research. We expect this to require at least 6 years of progressively responsible experience in a similar role. At least two years' professional experience in one of GCERF's partner countries or similar contexts.
- Master's degree in Economics, Data Science, Statistics, International Relations, Social Sciences, or a related field.
- Previous experience or demonstrated interest in the prevention of radicalisation to violent extremism will be an advantage.
- Programming and/or impact evaluation (especially quasi-experimental designs) experience is an asset.
- Detail-oriented, excellent coordination skills, must be able to work independently and have a keen interest in seeking tech solutions to improve efficiency.

Values

Demonstration of alignment with GCERF's key values is a critical component of the selection process:

Make a difference

Achieve together

Uphold integrity

Respect yourself and others

Learn and improve

Be Kind

Personal attributes based on GCERF competencies

Be proactive

Work collaboratively

Be accountable and drive for solutions and results

Communicate effectively

Embrace learning and entrepreneurial spirit

General information: Our office is located in Geneva, Switzerland. Swiss residency or work eligibility is not a requirement.

GCERF values diversity, equality and inclusion, and we hire globally. We are committed to hiring qualified candidates irrespective of age, disability, ethnicity, national origin, family status, sex, gender identity or expression, physical characteristics, race, religion, spirituality or sexual orientation. GCERF has a zero tolerance policy towards sexual harassment, sexual exploitation and abuse, as well as any form of discrimination or harassment. GCERF stands by its commitment to welcoming persons of all backgrounds into a safe work environment.

All selected candidates will undergo rigorous reference checks and anti-terrorism screening.

Contract: 1 year, renewable. Part-time 80% (32 hours per week). The arrangement of days and hours worked is flexible.

GCERF allows a limited number of remote working days per week.

Competitive compensation package.

Application Process

Deadline: 29 November 2026

The Careers team will be in touch with you directly if you are shortlisted. Unfortunately, we are unable to contact every candidate, but we strongly encourage applicants to follow GCERF on social media and to regularly check our website for opportunities.

Only complete applications following these instructions will be considered. Please include a full CV and a very brief cover letter specifically addressing the points above.

How to Apply:

Candidates should send their applications to careers@gcerf.org by the deadline. The email should contain the following bullet points and attach the CV and a very brief cover letter.

- Confirmation of at least 6 years of experience in a closely related role.
- Confirmation of fluency in English and Russian.
- When available to start in the office in Geneva.
- Net monthly salary expectation at 80%.
- Confirmation that you understand the role is 80%/32 hours per week.