**PMERL Support**

**Short-term work assignment / internship opportunity**

The Lutheran World Federation Prague (hereafter referred to as LWF Prague) is a locally registered NGO in Czech Republic, supporting the humanitarian and development work of The Department of World Service of the Lutheran World Federation (LWF World Service) based in Geneva. The LWF World Service is the internationally recognized humanitarian and development arm of the Lutheran World Federation, assisting people in need in 27 Country Programs in Latin-America, Asia, Middle East and Africa with more than 9,000 staff. For more information about LWF World Service, please check: <https://www.lutheranworld.org/content/world-service>.

The applicant will be part of a small unit based in LWF Prague - responsible for **Planning, Monitoring, Evaluation, Reporting and Learning** and will report to the team leader Katerina Faryadova**.** The PMERL unit is part of a bigger team working on Quality and Accountability of the LWF World Service which is highly decentralized.

**Start and Duration**

The assignment starts as soon as possible with a duration of up to six months.

**The main purpose of this assignment is to support the PMERL (Planning, Monitoring, Evaluation, Reporting and Learning) unit in its diverse online support functions.**

**Major areas of work:**

* Support to PMER related data collection and analysis
* Support to validate quality of data entry and consistency of information uploaded
* Support to project administration, including archiving
* Support to development of the new on-line course on PMER basics (FABO)
* Any other (mostly administrative) tasks as assigned by the supervisor

**Requirements:**

* University degree (or last year of studies) in economics, tropical agriculture, humanitarian and development studies, international studies, statistics /computer sciences, sociology, or other relevant study programmes
* Experience working with MS Office 365 incl. Teams
* Willingness to learn quickly to work with Newdea Project Centre (project management system)
* Interest or experience in humanitarian and/or development NGO sector
* Interest or experience in project and program quality management

**Conditions/What do we offer:**

* Fair payment
* International team of friendly colleagues in LWF Prague and abroad
* Taste of purposeful employment in dynamic environment of a large humanitarian organization
* Part-time work. **Available also as an internship opportunity**
* Home office possible after induction upon agreement with the line manager
* Hands-on experience about project monitoring and evaluation, data management

**Languages required**

* Advanced written and oral skills in English language, additional languages are a plus (French, Spanish, Portuguese, East European languages); Czech language is not required for this position