



VACANCY ANNOUNCEMENT

Turn Data into Evidence and Learning into Action — Join CARE in Vietnam!

About the position

CARE Vietnam is looking for a **Data, Evidence & Knowledge Management Specialist**. The job holder provides technical leadership and hands-on delivery of monitoring, evaluation, accountability, evidence and learning, data management across three projects: MekongElevate (70% LOE), a DFAT-funded regional climate resilience initiative, and the EU-funded Café Circle (20% LOE) and LANDMARK (10% LOE) projects. The role develops robust systems, ensures high-quality analysis and evidence, and learning processes that meet project and donor requirements and supports, and adaptive management.

The Specialist leads MekongElevate's Viet Nam MEAL function and contributes to regional MEL processes. The role also connects evidence and learning across the three projects where relevant on climate-resilient, sustainable agriculture and coffee value chains, gender equality, disability and social inclusion (GEDSI), with particular attention to ethnic minority communities to strengthen program quality and inform future programming. Working collaboratively with the MEAL Advisor and Research and Learning Specialist, the position forms part of CVN's Data, Evidence, Knowledge Management and MEAL team, sharing responsibility for measuring, reporting and using evidence on CVN's strategic indicators across projects, within each role's assigned scope.

Location: Hanoi, Vietnam | **Employment:** Full-time | **Travel:** Approximately 30%

Key responsibilities

Monitoring, Evaluation, Accountability & Evidence (55%)

- Lead the design or adaptation, implementation and continuous improvement of MEAL systems across assigned projects (MekongElevate, Café Circle and LANDMARK), ensuring alignment with project results frameworks, donor requirements and CARE standards and processes
- Lead MEAL delivery for the Viet Nam component of MekongElevate, translating agreed regional frameworks and methodologies into context-appropriate country plans, indicators, tools and processes. Coordinate timely submission of validated Viet Nam data and evidence for regional reporting, analysis and learning.
- Lead MEAL delivery for Café Circle and LANDMARK with their respective Project Managers (PM), ensuring monitoring and evidence respond to each project's objectives and reporting requirements.
- Develop and continuously improve fit-for-purpose monitoring frameworks, indicators, tools and methodologies, using appropriate quantitative, qualitative and participatory approaches and ensuring relevant disaggregation, including GEDSI (gender, disability and social inclusion).
- Plan and coordinate technical baseline studies, evaluations, reviews and other assessments, including preparation of methodologies and terms of reference, technical coordination of consultants and review of deliverables in collaboration with the MEAL Advisor and Research and Learning Specialist to strengthen methodological quality and consistency with CARE standards
- Conduct project data quality assessments and verification, identify weaknesses in collection methods or evidence, and coordinate corrective actions with project teams and partners.

- Ensure appropriate monitoring and evidence generation for relevant project results, including climate resilience and sustainable agriculture; circularity and environmental sustainability in coffee processing; and equitable access to essential services, GEDSI and ethnic minority inclusion.
- Implement and strengthen project Feedback and Accountability Mechanisms (FAM), in line with country-wide approaches, ensuring feedback is systematically captured, analyzed and used, and strengthen staff and partner capacity to apply project MEAL frameworks, tools and evidence standards consistently.
- Provide technical backup for the MEAL Advisor during absences or periods of increased workload, including agreed country-level MEAL coordination, consolidated reporting, technical guidance and representation, as delegated by the Program Director.

Data Management, Analysis & Visualization (30%)

- Establish, maintain and improve project database and workflows across the three assigned projects using CARE-approved platforms and agreed standards, with clear arrangements for validation, documentation, access, storage and traceability.
- Analyze quantitative and qualitative data to assess progress, explain differences in results and identify emerging issues, limitations and practical implications for project decisions.
- Develop and maintain dashboards, data visualizations and analytical summaries appropriate to project needs that enable decision-makers to readily understand project performance, results and emerging evidence for adaptive management.
- Apply appropriate disaggregation and analytical approaches to understand differential results for relevant population groups, including women, ethnic minority communities, youth and people with disabilities, and other groups identified in project frameworks and GEDSI requirements.
- Support the analysis and interpretation of climate, environmental, agricultural/value-chain and other technical data relevant to project results, working with technical specialists to ensure sound interpretation and use of findings.
- Ensure project data management and use comply with CARE standards and relevant donor requirements for data quality, protection, responsible use and documentation.

Learning & Knowledge Management (10%)

- Lead the capture and synthesis of evidence and implementation learning from the three assigned projects to strengthen project quality, adaptive management and communication of results.
- Facilitate reflection and learning processes that enable project teams and partners to move beyond progress tracking to understand what is working, for whom, under what conditions and why, and translate findings into practical improvements in implementation.
- Identify and connect evidence and learning across projects where there are meaningful intersections, including between MekongElevate and Café Circle on climate-resilient and environmentally sustainable agriculture and coffee value chains, and between MekongElevate and LANDMARK on GEDSI, ethnic minority inclusion and locally responsive approaches, where such learning can strengthen the respective projects.
- Develop and contribute to high-quality evidence and knowledge products, including learning briefs, case studies, analytical summaries and other products that document project results and learning and support engagement with relevant project stakeholders.
- Work with PD/PM, Technical Specialists and Communications team to translate complex evidence into accessible and audience-appropriate knowledge products while maintaining the quality and integrity of project findings.
- Promote effective use and sharing of evidence and learning among project teams, partners and relevant stakeholders through learning exchanges and other appropriate mechanisms.

- Work collaboratively with the MEAL Advisor and Research and Learning Specialist to align project indicators with CVN's strategic result framework, coordinate the consolidation and interpretation of project evidence, and contribute to reporting and learning on CVN's strategic progress, according to agreed responsibilities

Safety, Security, Gender, Inclusion and Safeguarding (5%)

- Uphold ethical standards, CARE's Safeguarding Policy and Codes of conduct;
- Understand responsibilities with the CI Safeguarding Policy commitments, including signing of the Safeguarding Policy and Code of Conduct, and completing induction and refresher trainings;
- Promote equal rights and challenging discriminatory norms to achieve social justice;
- Foster an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives.
- All staff at CARE are expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.

Qualifications and Experience

Minimum Requirements

- Bachelor's degree in Statistics, Data Science, Data Analytics, Information Management, Economics, Environmental Studies, Development Studies, Agriculture, Public Policy, other Social Sciences or a related discipline.
- At least 5 years of relevant professional experience in monitoring, evaluation, accountability and learning (MEAL) or closely related research or knowledge management in development sector, including substantial MEAL experience and demonstrated technical responsibility for project-level MEAL delivery.
- Demonstrated experience in designing, adapting, implementing and improving MEAL systems, including results frameworks, indicators, quantitative and qualitative methods and data quality assurance.
- Strong skills in data management, analysis and interpretation, with the ability to identify trends, interrogate findings and translate data into practical recommendations for project decision and adaptive management.
- Strong proficiency in Excel and Power BI for data management, analysis, interpretation, and visualization, and experience developing or managing project databases, digital data collection tools or information management systems.
- Demonstrated ability to synthesize evidence, facilitate reflection and learning, and produce clear and accessible analytical or knowledge products for different audiences.
- Ability to coordinate MEAL activities across multiple projects, teams and partners, manage competing priorities and provide sound technical advice within the assigned scope.
- Experience in strengthening staff and partner MEAL capacity through technical guidance, coaching or training.
- Strong analytical, facilitation and problem-solving skills, with demonstrated ability to identify weaknesses or inconsistencies in evidence and systems and develop practical solutions.
- Strong written and verbal communication skills in English and Vietnamese, including the ability to communicate technical findings clearly to both technical and non-technical audiences.

Desirable

- Experience with DFAT- and/or European Union-funded or regional/multi-country development projects, including familiarity with donor results frameworks, evidence requirements and reporting expectations.
- Experience in one or more relevant thematic areas, such as climate-resilient or sustainable agriculture and agricultural value chains, circular economy and particularly in the coffee sector.
- Experience in integrating gender equality, disability and social inclusion into monitoring and analysis applying GEDSI approaches to MEAL and evidence generation.
- Experience using GIS, statistical/analytical software or other advanced data tools.
- Experience connecting evidence and learning across projects or technical areas to inform program improvement, organizational learning or future program design.
- Experience implementing or strengthening community feedback and accountability mechanisms
- Experience contributing to country-level MEAL coordination, consolidated results reporting or organizational monitoring frameworks.

How to apply

Applications will be reviewed on a rolling basis, and Candidates are encouraged to apply early due to the time-sensitive recruitment schedule.

APPLY HERE: <https://forms.cloud.microsoft/e/UYphZL52Rg?origin=lpLink>

We invite Vietnamese candidates to submit their application package in English through the [link](#) above no later than **5:00 PM (Hanoi time), 05 November 2026**. Please prepare your application as follows:

- Combine your Cover Letter and Curriculum Vitae (CV) into **ONE PDF file**.
- File name format: Data & KM Specialist Your Full Name. After uploading the file, return to the application form and click Submit to complete your application.

Please ensure all information is complete and accurate. *Incomplete applications or applications submitted after the deadline or in several separate files* may not be considered. Only shortlisted candidates will be contacted for the next stage of the recruitment process.

Thank you for your interest in joining CARE in Vietnam. We look forward to receiving your application.

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and

appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

Safeguarding & Inclusion

CARE is committed to **gender equality, diversity, inclusion, and safeguarding**. All staff are expected to uphold CARE's Safeguarding Policy, Code of Conduct, and contribute to a safe, respectful, and inclusive working environment.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.