

Global Partnership for the Prevention of Armed Conflict (GPPAC)

Junior PMEL Officer

About GPPAC

The [Global Partnership for the Prevention of Armed Conflict \(GPPAC\)](#) is the world's largest member-led global network of local peacebuilders. We bring together over 200 civil society organisations actively working to prevent violent conflict and build more peaceful societies. The Global Secretariat (based in The Hague, the Netherlands) supports the network through global advocacy, resource mobilisation, communication, and Planning, Monitoring, Evaluation and Learning (PMEL).

GPPAC facilitates connections between its network members for learning and knowledge exchange, and works to make sure that the voices of local civil society organisations are heard in national and international policy arenas. GPPAC seeks to build a new international consensus on how to approach violent conflict, calling for a fundamental change: a shift from reaction to prevention.

About the position

GPPAC is seeking a **Junior PMEL (Planning, Monitoring, Evaluation, and Learning) Officer** to support the PMEL team at the Global Secretariat in driving forward an inclusive PMEL system, adapted to network models, that prioritises adaptation, learning and collaboration across its global membership.

The Junior PMEL Officer will provide essential support in data collection, analysis, and reporting, ensuring that monitoring and evaluation activities are effectively carried out and contributing to continuous programme improvement. The Junior PMEL Officer is a member of the Learning and Operations team.

This position is full-time, but working part-time (36 or 32 hours) is negotiable. The position is based in the Netherlands and is **only** open to candidates who **already have the right to work in the Netherlands**. The position may involve occasional international travel. The position is offered from July 2025 for one year, with the possibility of an extension.

Responsibilities

As the Junior PMEL Officer, you will support the PMEL team in implementing monitoring, evaluation (M&E), and learning activities across GPPAC's projects and programmes. Your role will focus on (qualitative and quantitative) **data and story collection, analysis, and reporting**, ensuring that M&E efforts contribute to learning, adaptation, and impact assessment within the network. Additionally, you will play a role in **gathering, organising, and maintaining information and knowledge resources**, supporting GPPAC's efforts to strengthen learning and information accessibility to enhance collaboration across its global membership.

You will work closely with colleagues and network members to track progress, document outcomes, and improve knowledge-sharing systems, ensuring that data and (learning) resources are effectively organised and accessible.

Storytelling and Impact

- Work alongside network members to capture and share powerful stories of change, highlighting lessons learned, successes, and innovative solutions.
- Identify trends that contribute to GPPAC's broader impact and help shape its narrative.

Data Collection and Analysis

- Support the collection and analysis of both qualitative and quantitative data to track project progress and outcomes, supporting collective sensemaking.

Learning and Knowledge Management

- Support the collection, organisation, update, and sharing of learning materials, toolkits and other resources, including through engagement with network members.
- Enter and manage data in GPPAC's learning tool(s) to support the identification of lessons learned and best practices to inform programme adaptation.
- Provide input to improve knowledge documentation and storage systems to enhance learning, knowledge sharing and collaboration across the network.

Stakeholder Communication and Reporting

- Assist in creating interactive, visually engaging reports, dashboards, and presentations that bring data, stories, and insights to life.
- Contribute to the preparation of regular internal and external reports, evaluations, and audits, including those for donors.
- Manage communication and correspondence through the PMEL mailbox, ensuring all stakeholders stay informed and supported.

Event Support

- Contribute to the logistical organisation and facilitation of webinars, workshops, knowledge-sharing and learning sessions, and other events, ensuring a welcoming, inclusive, and engaging experience for all participants.

PMEL System Development

- Work with network members and the PMEL team to support the ongoing development and implementation of GPPAC's network-wide PMEL system.

Requirements

Education and Professional Experience

- Academic and critical thinking level equivalent to a Master's, demonstrated through a degree or relevant experience in project management, Monitoring and Evaluation (M&E), international development, economics, social sciences, or related disciplines.
- At least 1 year of experience in M&E, research, or data analysis, preferably in the peacebuilding, development, public or humanitarian sector.
- Experience with data collection, entry, and management, including familiarity with M&E tools and software.
- Experience in knowledge management, data visualisation, or documentation processes is a plus.
- Proven experience supporting the development of reports and presentations based on M&E findings.
- Exposure to project management or programme implementation in an international or network-based organisation is an advantage.

Core Skills

- Strong analytical, organisational, and problem-solving skills.
- Attention to detail and commitment to data quality and accuracy.
- Hands-on and execution-focused mindset, with a proactive approach.
- Knowledge of and experience with M&E methodologies, e.g., Outcome Harvesting, Theory of Change, Most Significant Change.
- Proficiency in Google Workspace; experience with data analysis software is an advantage.
- Understanding of data protection and privacy principles, ensuring responsible data management and ethical use of information.



A Network of People
Building Peace

Vacancy

- Strong communication skills, both written and verbal, with the ability to synthesise and present data clearly for diverse audiences, with storytelling skills or an interest in creative communication considered an asset
- Capacity to work independently and in a collaborative team environment, managing multiple tasks in a fast-paced setting.
- Fluency in English is a requirement.
- Strong interpersonal skills and ability to work effectively in a multicultural (networked) environment, demonstrating cultural awareness and sensitivity.

Preferred Skills

- Familiarity with, or interest in exploring, project and data management tools (e.g., ClickUp, Propel, or similar platforms); the use of artificial intelligence; and/or organising, tracking, and reporting databases.
- Experience with knowledge-sharing systems and creating accessible insights from data.
- Knowledge of financial PMEL practices and budget compliance.
- Knowledge of Arabic, French, Russian or Spanish is an advantage.

What we offer

GPPAC offers an interesting, challenging role in an attractive, international, and flexible environment. GPPAC is an equal opportunity employer. Conditions are in accordance with Dutch Labour Law.

Employment : One year, with the possibility to extend
Start date : July 2025
Working hours : Full-time preferred, part-time negotiable
Salary : EUR 2800-3300 gross per month, full-time, depending on experience.
Location : The Hague, the Netherlands
Candidates must already possess a Netherlands residence and work permit for more than one year.

How to apply

Please send your CV, a cover letter explaining your motivation and how you fit the requirements, and a writing sample (an essay, article, etc.) to **recruitment[at]gppac.net**. Please only write “**Junior PMEL Officer**” in the subject line for processing purposes. We only consider complete applications.

If you have questions about the position, send them to the same email address. In that case, put only “**Enquiry Junior PMEL Officer**” in the subject line of your email message.

The **deadline for receipt of applications is 8 June 2025 (23:59 CET)**.

Only shortlisted candidates will be contacted. The recruitment process includes two rounds of interviews.

We do not respond to advertising campaigns from recruitment agencies.