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<b>Job title:</b>	Manager - Monitoring, Evaluation and Learning
<b>Reporting to:</b>	Country Director and EducAid CEO
<b>Works with:</b>	Sierra Leone Team, Partners, UK Team
<b>Location:</b>	Freetown and Port Loko, with possible travel within Sierra Leone
<b>Contract:</b>	1 yr contract with potential for renewal
<b>Hours of work:</b>	Full time
<b>Salary:</b>	Dependant on qualifications and experience

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## Overview

EducAid is a UK-registered charity (1163161) and SL-registered NGO established in 1995 to restore and strengthen education in Sierra Leone. EducAid has been transforming education in Sierra Leone for more than 30 years, currently working with more than 300 partner schools across the country as part of our teacher training and school improvement programmes. Running 5 role-model schools, EducAid also provides free, high-quality education to some of the most underserved young people in the country. EducAid works to increase the enrolment, retention and achievement of girls and young women at every level with its equality programmes and is proudly Sierra Leonean driven.

## Job Purpose

The Manager Monitoring, Evaluation and Learning (MEL) will support the delivery of all Quality Enhancement Programmes and the Student Tracking activities of EducAid's own schools and projects.

This role will be responsible for coordinating activities related to data collection, analysis, and reporting internally to the Programme Management Team and Site Coordinators. In addition, the Manager - MEL will engage with external stakeholders as required to support the Programme Management and Site Coordinators. A third critical part of this role is to develop and maintain feedback to the Ministry of Basic and Senior Secondary Education, school leaders and teachers in the programs. All of this will be done working in close collaboration with the Programme Coordinator.

This role therefore requires engagement and expertise in three critical areas:

- Data collection tool creation
- Data analysis
- Impact & Outcome Reporting

The Manager - MEL will also be responsible for building a culture of engagement with data in all its forms within EducAid. In addition, the Manager - MEL will manage the MEL Team and work towards building robust and resilient skills in that team.

The Manager - MEL will be expected to build positive and productive relationships with the Programme Management and Site Coordinators. This will entail regular formal meetings as well as ongoing informal engagements.

**The Manager - MEL will be responsible for and work towards the following:**

#### **Data Collection Tool Creation**

- Work with the Programme Management Team and Country Director to determine KPIs and programme outcomes to design appropriate and programme specific data collection tools.
- Support, coordinate efforts and oversee the development of the MEL Team which will work with the Programme Management Team to develop a data collection schedule within budget guidelines to meet the programme specific implementation goals and reporting priorities and timelines.
- Ensure EducAid meets the highest standards of data collection accuracy, security and integrity, as well as highest standards of reporting and research on all projects.
- Proactively identify and communicate potential data and research challenges and roadblocks.
- Oversee the design, implementation, and management of data collection systems.
- Maintain databases to track project progress and impact.

#### **Data Analysis**

- Lead on data analysis and reporting to support program decision-making.
- Measure and evaluate impact of the key lead success indicators to forecast achievement against identified milestones and guide on delivery iteration when deemed necessary.
- Identify patterns, trends, and root causes to anticipate potential challenges/opportunities, and recommend solutions and mitigation plans to address these.
- Support the Programme Management Team and Site Coordinators to understand and use research and analysis.

#### **Data Reporting**

- Lead on the creation of high-quality reports including charts, tables and other data visualisations that can actively enable the development, improvement and innovation which in turn improves the performance of schools to improve access and quality of learning.
- Support the Programme Management Team in the creation of high-quality performance reporting that can actively enable the development, improvement and innovation within the service which in turn improves the well-being of the beneficiaries of the programmes.
- Create data dashboards, graphs, and visualisations.

#### **Data Training & Department Management**

- Apply key learnings across all EducAid's programmes and schools.
- Train EducAid's MEL Team in key research, analysis and data management skills to develop a robust and resilient MEL Team.
- Coordinate regular engagements (led by the MEL Team members) with the Programme Management Team and Site Coordinators to build data proficiency and expertise. The purpose of this is to develop a team who can be pro-active users of the data available to them which then challenges the MEL Team to build even better tools, analysis and reports.
- Regular audits of the capacity of the MEL Team with reports to the Country Director as to successes/strengths as well as challenges/vulnerabilities.

**Outcome Harvesting** – This is a recently started project which will need engagement and leadership from the Manager - MEL.

## Qualifications and Experience

- University level undergraduate degree.
- Significant research and data analysis experience is essential. This includes:
  - Minimum of 3 years of Kobo or other data collection tools experience
  - Proven ability to create graphs or data visualisations of trends and data findings working with tools such as Google Looker, Power BI and other similar tools
  - Technical expertise in more complex functions and uses of Google Sheets/Excel such as “index matching”, working with arrays and writing scripts.
  - Report writing experience
  - Ability to communicate complex data insights in a clear and actionable manner.
  - Knowledge of ethical data handling and protection principles

## About you

- You have a strong understanding of research and can motivate team members
- You are very well organised and have an eye for details.
- Ability to manage multiple project deadlines under tight time frames during certain times of the schools’ terms such as the beginning of term when new data collection tools are to be deployed.
- You are comfortable working with large data sets, and have the ability to analyse and interpret data
- You have excellent and advance MS Office Skills, along with significant experience of creating and managing Database/CRM management systems
- You are good at creating data collection tools (preferably Kobo)
- You are a resourceful, problem solver who uses data to identify possible risks and challenges
- You are committed to helping your colleagues to learn about, to more effectively use and to appreciate the possibility of data in projects and schools
- You set high standards for yourself and others and go the extra mile to get things done.
- You understand the contexts in which we operate and the educational and operational challenges they pose.
- You have the highest levels of integrity and trustworthiness.
- You have at least 3 years of experience managing a team including building each team member’s capacity and improving overall team competence and capacity
- You are committed to stay up-to-date with best practices in data management and evaluation in the education sector

## Location and reporting

The Manager - MEL reports to the EducAid Country Director and EducAid CEO. The role will be located in Sierra Leone, with time spent in both the Freetown and Port Loko sites.

## Compensation and benefits

We offer a competitive salary based on skill and experience, in alignment with the expectations for the role. There is a great opportunity for professional growth and career progression.

## Application instructions and deadlines

Interested applicants should complete the google form on this link: <https://forms.gle/2ZbC4fTQmAY7Jaq28>

Note: We will not accept any direct email applications. Only shortlisted candidates will be contacted for further selection processes. We thank all applicants for their interest in joining EducAid Sierra Leone. Only



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At EducAid Sierra Leone, we believe in equal opportunities and embrace diversity in our workforce. We encourage applications from qualified individuals regardless of age, gender, disability, race, religion, or sexual orientation. Join our dedicated team and contribute to transforming the lives of young people through quality education.