

JOB DESCRIPTION

Monitoring, Evaluation and Learning Officer

Role Title and Department	Monitoring, Evaluation, and Learning (MEL) Officer
Compensation	Competitive
Location and Travel	Kampala, Uganda with 30% Travel
Reporting to	Senior MEL
Who We Are PEAS is an international education not-for-profit with the mission to ‘expand access to sustainably delivered, quality secondary education across Africa’. Since 2008, PEAS has built and operated high quality low-cost not-for-profit secondary schools in close partnership with government in communities where there is urgent unmet demand for secondary education. We currently run 30 secondary schools in Uganda and 6 in Zambia serving over 15,000 students.	
Job Summary: A Monitoring, Evaluation and Learning officer, you will be carrying out monitoring, evaluation and learning activities including data collection and support reporting on project outcome for fulfilling PEAS MEL objectives in two key areas of PEAS Uganda’s work: Improving our own school network and delivering our system strengthening technical assistance programmes to non-PEAS schools. This is an exciting new role as we exciting role as we seek to grow our impact both in our own secondary school network and beyond.	
Purpose: The core focus of this role will be to support effective measurement of performance in access, Quality, sustainability across the PEAS Uganda school network, this role will support data collection, consolidation, and analyses monitoring data and draft reports, support in specific research activities, and conduct regular data quality assessment (DQA)	
Measuring Impact: The MEL officer will support the senior MEL officer in delivering a data driven approach to organisational management and will report directly to the senior MEL officer PEAS Uganda. You will be part a hardworking growing and highly effective team who support one another to achieve impact. Our team are united by vision, values, and desire to give highest possible number of students the best possible education and life outcomes. In this role, you will directly work with the wider team, including schools support officers and inspection officers will also be reporting achievements of MEL objectives. you’ll work with the team to deliver PEAS Uganda MEL objectives as well as working collaboratively across departments, offices and externally.	
Roles and responsibilities Support with establishing and effective monitoring and evaluation systems for Uganda PEAS Network. <ul style="list-style-type: none">• Assist with establishing and effective monitoring and evaluation system for Uganda PEAS Network.	

- Work with team members to refine/develop and pilot MEL tools to ensure necessary data is being collected.
- Participate in training of central office staff, in MEL objectives, and use of MEL tools.

Assist in data collection systems and processes.

- Collection of data in PEAS and partner schools through a supportive approach, follow up on any data gaps.
- Participate in data collection exercises including through onsite visits when needed.
- Ensure all staff and partners are aware of responsibilities in terms of collecting and retaining means of verification of MEL reporting processes.
- Support with data entry where necessary.

Use of technology to support MEL systems.

- Support schools, including through conducting trainings, to effectively use school tool +(PEAS' School information Management System)including entering data and generating reports.
- Train school staff and country office staff use of technology in data collection, for example through handled devices.

Supporting use of Data and results to aid Learning and Decision making.

- Support School leaders in understanding how to use data to make decisions about their schools and how best to support students, including vulnerable girls.
- Train schools support Officers to also support School Leaders in the above.
- Support provision of data and analysis in relation to PEAS Strategic ambitions.
- With Uganda Country office Team, and independently conduct data analysis and identify key findings to share with colleagues.

Quality Assurance to Ensure validity, reliability, and integrity of data gathered.

- Conduct onsite spot checks as quality assurance of data being reported by schools.
- Conduct data cleaning and check data consistency and accuracy using tools such as Excel and Kobo Toolkit.
- Provide constructive Feedback to staff and schools to ensure continuous learning and improvement.
- Experience in using data analysis software such as 'R'

Experience and Qualifications.

Essential

1. Minimum bachelor's degree in Monitoring, Evaluation and Learning from recognised university.
2. Experience in working with/for International NGOs especially in Education sector involving government Education Ministries.

3. Two (2) years' experience in Monitoring, Evaluation and Learning or bachelor's degree in statistics, Qualitative Economics or related Field a master's degree in related field is an added advantage.
4. Proven track record of improving MEL System in low resource setting.
5. Excellent skills in Ms Excel.
6. Experience in managing data collection activities.
7. Experience in developing approaches to monitoring impact on marginalized groups, such as vulnerable girls, children with special education needs, those living below the poverty line.

Desired.

Degree in Statistics or other relevant subject area.

Experience overseeing the development and implementation of MEL funded by institutional or Bi-Lateral donors (ideally FCDO, USAID)

Essential Skills and personal Attributes.

- Able to analyze, interpret and use school data to inform school support.
- Adaptable, flexible, and resilient
- Strong communicator, able to motivate and persuade others.
- Independent self-motivated worker, able to tackle challenging situations with professional maturity.