

LITERACY, LANGUAGE AND LEARNING INITIATIVE

JOB ANNOUNCEMENT

Education Development Center, Inc (EDC) is recruiting multiple positions for the **USAID** funded project, the "Literacy, Language and Learning (L3) Initiative". The L3 program provides professional development to all P1 to P4 teachers in Rwandan schools.

Title: Monitoring and Evaluation Manager

Summary: EDC seeks a **Monitoring and Evaluation Manager** to lead the design and implementation of a monitoring and evaluation data collection and data management system for project team. This position reports to the Deputy Chief of Party and This position is located in Kigali EDC/L3 Headquarters.

Essential functions include [but are not limited to]:

- Establish monitoring and evaluation system using EDC M&E Toolkit;
- Lead the development and implementation of project's M&E plan;
- Design the monitoring and evaluation tools and forms;
- Develop data collection procedures;
- Lead the development of the evaluation design, tools, protocols and procedures;
- Oversee monitoring and evaluation data collection activities, including logistics of form distribution and collection;
- Oversee data processing, including data transfer, entry, verification and cleaning;
- Ensure forms are filed according to compliance protocols;
- Oversee internal communication on M&E progress and results;
- Manage M&E staff and consultants;
- Train data collectors and other M&E staff as needed;
- Conduct data quality assurance checks;
- Oversee M&E database setup and management;
- Conduct qualitative and quantitative data analyses;
- Generate data reports in compliance with USAID procedures and agreements in the award;
- Lead preparation of evaluation reports;
- Develop and implement a research agenda;
- Draft M&E reports for the COP in compliance with USAID procedures and agreements in the award;
- Ensure effective communication between M&E team, project staff, partner teams, and home office;
- Prepare communications for stakeholders based on M&E data;
- Mentor and build the capacity of the junior M&E staff;
- Provide other management and support to M&E team as needed.

Qualifications and Requirements:

- Master's Degree in Social Sciences or equivalent with 7-9 year relevant experience;
- Minimum of 3 years of supervisory and management and Monitoring and Evaluation experience
- Competence in qualitative and quantitative study design and implementation as demonstrated in the samples of previous work;
- Extensive experience with monitoring program implementation using qualitative and quantitative approaches;
- Experience using data analysis packages such as SAS or SPSS and database management systems, preferably Access and Excel;
- Experience in developing and coordinating data collection, processing and analysis systems;
- Strong organizational, communication, computer, leadership, and interpersonal skills;
- Good technical writing skills;
- Ability to work effectively with diverse stakeholders.

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Application and contact details:

Interested qualified candidates are requested to submit their resumes to LLApplications@edc.org by **November 7th, 2013**.

To ensure the timely review of your credentials, please insert “**Monitoring and Evaluation Manager**” in the subject line of the email. Only candidates who are being invited for an interview will be contacted.

EDC is committed to diversity in the workplace. EDC offers a supportive work environment, competitive salary, and an excellent benefits package.