

Position: Senior M& E advisor.

All jobs within Save the Children require a strong commitment to our aims and values together with the desire to make a difference in improving the lives of children in Rwanda.

Place of Work: Kigali, with frequent travel to Gicumbi
Salary scale: Grade 2
Reports to: Education Signature Programme Advisor

Key Objectives.

The Senior M&E Advisor will be responsible for establishing and developing a robust system of monitoring, evaluation and accountability for the Rwanda Education Signature Programme, including managing the relationship with Partner Research Institutions. Key areas of accountability: a) the development of effective and efficient Monitoring, Evaluation and Accountability systems; b) the management of Monitoring and Evaluation systems including designing a clear M&E plan, assisting the programs in designing tools and building their capacity to do M&E c) the compilation and analysis of program data and learning and subsequent reporting at the country level; d) in collaboration with the Accountability focal person, to support the implementation and management of Accountability to Beneficiaries mechanisms by training staff and introducing beneficiaries to a system which registers their complaints and responds to them in a timely manner) the provision of technical assistance designing and implementing studies, research, surveys and evaluations.;

Essential requirements

- University degree in statistics, education or relevant social sciences
- Significant senior M&E experience working in planning, monitoring and evaluation, audits and research in an NGO setting
- Proven experience of undertaking evaluations/research or leading evaluation/research teams
- Proven experience with quantitative and qualitative data collection and analysis
- Ability to lead and drive the organization towards more action-research focused and child-centred integrated programming by using participation and listening to beneficiaries, including children, as one of the main mechanisms for programme implementation

How to apply and deadline

If you meet all the above criteria, please send your CV together with a cover letter including a statement describing your suitability for the position (**all in English**) and 3 names of referees to the following e-mail address: HR-Rwanda@savethechildren.org or hand deliver to Save the Children Head Office located at Kacyiru-KG 103AV. The deadline for the submission your application is **Monday 3rd December 2012 at 2.00 pm**

Job descriptions are available at save the children Kacyiru office.