



## JOB ANNOUNCEMENT

<b><u>JOB FAMILY:</u></b>	Technical/Education
<b><u>POSITION TITLE:</u></b>	Technical Officer, Monitoring and Evaluation (M&E)
<b><u>GRADE:</u></b>	Seven (7)
<b><u>CLASSIFICATION:</u></b>	Local Position, Part-time
<b><u>REPORTS TO:</u></b>	Project Director, MCOP Project
<b><u>LOCATION:</u></b>	Kigali, Rwanda

### **ABOUT FHI 360:**

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology – creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories. We are currently seeking full time qualified candidates for the position of **Technical Officer, Monitoring & Evaluation (TO, M&E) for Part-time (around 20 hours per week)** to support the Rwanda Mentorship Community of Practice (MCOP) project funded by USAID/Rwanda.

### **POSITION SUMMARY:**

As a member of the MCOP team of FHI 360/Rwanda, the Technical Officer, Monitoring & Evaluation coordinates the monitoring, evaluation, research, and data-related reporting for the MCOP project and facilitates communication among team members around progress toward project outputs and outcomes.

### **KEY RESPONSIBILITIES RELATED TO MCOP PROJECT:**

1. Lead baseline and endline studies in collaboration with MCOP team members including the DC-based FHI 360 Research & Evaluation team. Study responsibilities could include: developing research questions, creating data collection tools, submitting research protocols, training enumerators, conducting interviews, analyzing data, writing reports, and debriefing results with key stakeholders.
2. Monitor face-to-face trainings conducted with MCOP support as well as online events that promote peer learning and sharing knowledge and resources among mentors and the broader education community in Rwanda (such as District Education Officers, in-service coaches, trainers).
3. Facilitate data utilization (collected through project studies and routine monitoring activities) by MCOP project team, local stakeholders, and broader international development education community through quarterly reporting, annual meetings, and conference presentations.
4. Collaborate on the development of strategies to equip members of the Rwanda Ministry of Education (MINEDUC) and Rwanda Education Board (REB) with skills to monitor and evaluate the activity of MCOP beyond the life of the project.
5. Submit monthly AIDtracker indicators required by USAID.
6. Draft quarterly and annual work plans and reports in coordination with DC-based FHI 360 Research and Evaluation team.
7. Participate in other MCOP team activities, as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Demonstrated ability to apply quantitative and qualitative research design, analyze education data collected in Rwanda or East African context.
2. Written and spoken English language fluency with the ability to produce well-written reports within set deadlines and converse with native English speakers around technical issues.
3. Strong communication and interpersonal skills to engage with team members face-to-face in the Kigali office and remotely through email and Skype with team members based in the DC FHI 360 office.
4. Ability to work independently with minimal supervision and to prioritize tasks.
5. Ability to work well with others and to develop and maintain compatibility among project staff, subcontractors and recipients of assistance.
6. Ability to use relevant computer software, including MS Word, Excel, SPSS, STATA, email, and Skype.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Usual office working conditions. Some travel within Rwanda (approx. 25%).

## **QUALIFICATIONS:**

1. Bachelor's Degree required, Master's Degree preferred, with course work in teaching, education theory, or program evaluation. Prior experience working on education programs required.
2. 5-7 years of work experience, including at least 3 years designing and implementing monitoring and evaluation activities in education in Rwanda or East African context required. Experience with USAID M&E strongly preferred.
3. English language fluency in speaking, reading, and writing, also required.

## **Interested candidates are requested to:**

1. Submit their application no later than January 22, 2016 at 12h00 to the address below:  
FHI 360  
Rwanda Country Office  
Immeuble près de St Paul et Eglise Ste Famille  
P.O..BOX: 3149, Kigali/Rwanda  
  
Or send it by email to: [Rwanda.info@fhi360.org](mailto:Rwanda.info@fhi360.org)
2. Include the following with the application:
  - a.. cover letter,
  - b. curriculum vitae (CV) with current contact information (telephone number and email),
  - c. copies of university degrees,
  - d. three professional references with their contact information (Telephone & email).

## **Note:**

1. Only short-listed candidates will be invited for a test and/or an interview.
2. Please send copies only. No application's document will be returned to the applicants once they have been received by FHI 360.

Kigali, January 7, 2016

  
Claver Yisa

Project Director, Rwanda MCOP Project  
FHI 360 Rwanda

