



Deputy Monitoring & Evaluation Manager Job Description

Position Overview

Educate!, a fast growing, non-profit social enterprise, is seeking to hire an enthusiastic and self driven Deputy Monitoring & Evaluation Manager_ to join our vibrant M&E Team & work with the M&E manager in developing an effective real time monitoring M&E system, strategize, coordinate, and implement high impact E! Evaluation efforts as we move towards our vision for 2024 of reaching one million youth annually across ten countries in Sub Saharan Africa. This role provides support to other departments especially Innovations and National Programs in regard to tool development, data management, and analysis. Additionally, this role will manage the departments logistical planning and implementation in Uganda.

About Educate!

[Educate!](#) works to transform education in Africa to teach youth to solve poverty for themselves and their communities.

Educate! provides youth with skills training in leadership, entrepreneurship and workforce readiness along with mentorship to start real businesses at school. Our model is delivered through practically-trained teachers and youth mentors. Educate!'s goal is to make this practical, skills-based model part of national education systems.

In 2016 we're working in 100 schools in Rwanda and more than 350 secondary schools in Uganda reaching over 120,000 students. Our model was proven to have massive impact in a randomized controlled trial. Graduates earned DOUBLE the income of a control group and had a 64% increase in business creation. Our graduates change their lives and their communities, [such as Lillian Aero](#) who employs over 100 AIDS-affected women.

In 2012 Educate! partnered with Uganda's government to integrate curriculum and a student business club structure into Uganda's entrepreneurship course nationally, and in 2015 we began serving as a technical advisor to Rwanda on their national curriculum reform.

Educate!'s team includes 100 staff and over 140 volunteer youth mentors. We have been backed by top foundations such as MasterCard, Big Bang Philanthropy, Mulago, Echoing Green, Ashoka and Global Innovation Fund. Educate! won the [2015 WISE Awards](#), and was featured by [Forbes 30 under 30](#), Clinton Global Initiative and [The Brookings Institution](#).

Educate!'s vision is to reach one million students annually across 10 countries in Africa by 2024.



Performance Objectives

1. Monitoring and Evaluation Systems (10%)

- Support the M&E Manager in developing the M&E System towards effective & efficient performance management as well as sustainable impact evaluation
- Lead review of existing data collection procedures and tools to improve functionality, applicability and accuracy
- Develop, pilot and validate quantitative and qualitative monitoring and evaluation tools
- Lead the technical design and implementation of Educate!'s impact evaluation efforts.
- Technically design and implement Educate!'s impact evaluation efforts.

2. M&E Logistical Planning and Reporting (20%)

- Compile M&E Annual Printing Plan to inform timely preparation of M&E Materials and review Printing Plan with the Administration Team on a termly basis, Coordinate & oversee all M&E printing orders to ensure timely delivery and high quality of M&E materials.
- Supervise the design and compilation of all M&E Materials to ensure high quality and functionality
- Coordinate & supervise all M&E-related procurements, such as M&E Smartphones, plan the distribution of M&E materials to the field according to district and staff needs
- Lead monthly coordination meetings between M&E and Administration department
- Supervise and manage the effective and timely tracking and reporting on monitoring logistics, among others the Monthly School Tracking Report and the Weekly Recruitment Tracking Reports (in phases of school recruitment)

3. Monitoring Implementation

- Coordinate the effective and timely regional implementation of program monitoring
- Prepare and share Weekly Communications on M&E aspects
- Offer leadership and technical support to Regional Field staff in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data
- Conduct training and individual capacity building on M&E aspects for Field staff
- Conduct regular monitoring field visits to ensure adequate implementation of monitoring procedures and tools
- Regularly download, clean and analyzed monitoring data submitted by regional field staff
- Compile and share bi-weekly monitoring data with programs team
- Contribute to regular analysis of regional program monitoring data submitted in preparation of the mid of term and end of term Monitoring Reports
- Manage the collection of required regional paperwork to be submitted
- Collaborate and offer advice to the innovations and National programs department and timely



4. Impact Evaluation (40%)

- Strategize on technical design of Educate! impact evaluation efforts considering experimental and quasi-experimental evaluation designs
- Plan timely and high-quality implementation of impact surveys, including project planning and budgeting
- Recruit, train and manage enumerators to ensure high quality data collection; Design and implement enumerator trainings in survey administration and implementation
- Plan and coordinate data quality assurance, including frequent survey auditing and data consistency checks
- Design data analysis in line with Educate!'s Theory of Change and conduct impact data analysis on Educate!'s program outcomes
- Elaborate and design visually attractive Impact Reports based on impact evaluation results according to Educate!'s Senior Management needs
- Supervise M&E Fellows and/or M&E Consultants supporting and contributing to Educate! impact evaluation efforts
- Manage project partnerships supporting and contributing to Educate! impact evaluation efforts

Qualifications

- Bachelor's degree in quantitative discipline (preferably in Social Science, Economics, or Statistics), Post graduate Diploma in Monitoring & Evaluation preferred
- 1-2 years' experience in field of Monitoring and Evaluation, quantitative & qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools, level of proficiency in Windows Excel and/ or Statistical Software (SPSS, STATA) and analytical skills combined with a proactive, energetic approach to problem solving
- Fits our Five Cultural Tenets (see What is Educate! About? below); Learn more by looking at [Educate!'s culture deck here](#)

Terms

- Salary is very attractive and commensurate with experience
- Benefits include Medical Insurance
- Location is Kampala, Uganda.

Why You Will Brag About Working At Educate!

- We've got the [impact](#).
- Educate! is designed for scale. We quadrupled operations in 2014, going from 54 to more than 200 schools served. We carefully measure our outcomes, and — here's the best part — we are maintaining quality at four times the size.
- We believe in local leadership — 96% of our staff is African.



- Our model has gone nationwide in Uganda — Educate!’s model is now incorporated into the national curriculum and exams, impacting many thousands more students than we can reach directly.
- Educate is a well-oiled learning machine. We built our model by methodically testing hundreds of assumptions and we are constantly experimenting, evaluating, and improving.
- We’re honored that luminaries and leaders like Oliver Wonekha, the Ugandan Ambassador to the US, and Ann Veneman, a former Secretary of Agriculture and head of Unicef, believe in us enough to have joined our advisory board.

Application Process

Intrigued? Please send a resume, a cover letter describing yourself, and a list of references to ugandajobs@experienceeducate.org.

Please include "Position Title – Where you found the position – Your Name" in the subject line. If someone referred you for this position, please include his/her name in the subject as "Referral: Name".

Deadline for submission is open until position is filled.

What Is Educate! About?

We’re ambitious. Are you? Educate! is growing fast, so new opportunities are opening up and expanding all the time. We’re inspired by people with drive, and we love to help them reach their full potential. We expect everyone at Educate! to contribute above and beyond their job description, grow their skills, and advance their careers, and we are committed to supporting our staff members on that journey.

1. **We Put Youth First** - The youth we serve come first. Always. In everything. That means we wake up thinking of ways we can serve youth even better and get the highest impact out of every dollar that we spend. It means Educate! doesn’t own a single vehicle, because we’d rather take the bus if it means one more student can participate. It means making every decision like the future depends on it — because if we get our way, it does.
2. **We Are Always Learning** - When you work at Educate!, educating *yourself* is part of your job too. We encourage every employee to find the best book on management; share the latest article on graphic design; bring in your favorite college mentor; or meet the researcher pushing the edge of the field. We are always thirsty for knowledge and love to share.
3. **We Only Solve a Problem Once** - We are allergic to band-aids so we love the person who brings the new system to solve the problem for good, even problems we haven’t recognized yet.
4. **We Are Flexible** - We thrive on change — we’re driving it. We are growing every day, so we have to adapt quickly to meet new challenges, and our team keeps up.
5. **We Exceed Expectations** - We assume we can achieve the impossible because we already have, year after year. We want our staff to create your own challenges, ask the toughest questions, and dream scary big!

www.experienceeducate.org



Every person at Educate! — from interns to the executive director — is evaluated by how they live up to these five cultural tenets. They are at the core of how we achieve our mission and why we work as well as we do.

Educate is committed to providing an inclusive and welcoming environment for all who interact in our community. In creating this environment, we encourage people from a variety of cultures, backgrounds and life experiences to join our diverse team.