



Monitoring & Evaluation Technology Coordinator Job Description

Position Overview

Educate!, a fast growing, non-profit social enterprise, is seeking to hire talented, creative and self-driven and enthusiastic individual to fill the **Monitoring & Evaluation Technology Coordinator** position, as we move towards our vision for 2024 of reaching one million youth annually across ten countries in Sub Saharan Africa. The M&E Technology Coordinator will support the M&E Manager to ensure Coordination of the use of innovative M&E technologies (Survey CTO, telerivte among others), maintenance and further development of the M&E dashboard. The coordinator will, take lead in coordination of the M&E training needs as well as effective Monitoring of Regional performance of program implementation. This position offers the unique opportunity to simultaneously gain insights on scalable and innovative monitoring techniques as part of a sophisticated M&E System.

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 2017 we're launching in Kenya, working in 120 secondary schools in Rwanda and 450 schools in Uganda (15% of the country) reaching over 25,000 students intensively and 360,000 more broadly. 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, in 2015 we served as a technical advisor to Rwanda on their secondary education reform, and in 2016 we began serving as a technical advisor to Kenya on their national curriculum reform.

Educate!'s team includes 130 staff and over 200 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 [Bill Gates](#), [Forbes 30 under 30](#), Clinton Global Initiative and [The Brookings Institution](#) as one of 14 case studies in their global scaling education learning initiative.

www.experienceeducate.org

Educate!'s Vision for 2024 is to measurably impact 1 million students and reach 4 million students more broadly across Africa each year.

Performance Objectives

Monitoring & Evaluation Technology – 40%

- Lead the design, development and maintenance of identified M&E technology applications and their alignment with the specific monitoring activities
- Design and develop internal information management solutions, such as an organization-wide dashboard, to help improve information access within Educate!
- Design and deploy data table structures, forms, reports, and queries in survey CTO and telerivte
- Creation and maintenance of technical documentation of the Educate! Technologists
- Development and maintenance of the database stored procedures, views and functions for the internal and public dashboard.
- Identify Educate!'s needs for M&E technology applications strengthening an innovations-oriented M&E System
- Propose new and effective M&E technology applications suitable for the specific monitoring activities
- *Success in this function shall look like this:*
- Led the design, development and maintenance of identified M&E technology applications and their alignment with the specific monitoring activities.
- Designed and deployed data table structures, forms, reports, and queries in survey CTO and telerivte
- Created and maintenance of technical documentation of the Educate! Technologists
- Development and maintenance of the database stored procedures, views and functions for the internal and public dashboard.
- Designed and developed internal information management solutions, such as an organization-wide dashboard, to help improve information access within Educate!
- Identified Educate!'s needs for M&E technology applications strengthening an innovations-oriented M&E System
- Propose new and effective M&E technology applications suitable for the specific monitoring activities

Monitoring Implementation – 30%

- Regionally coordinate effective management and timely implementation of monitoring activities to track program performance in line with the Theory of Change and the M&E Plan
- Offer technical support to Educate! field staff in the implementation of their Regional monitoring responsibilities to ensure real-time correct and timely collection of monitoring data as well as communication on M&E aspect.
- Support efforts regionally to track and conduct analysis of quantitative data as well as qualitative data on all program inputs, outputs and outcomes
- Support preparation of compiling monitoring data and analysis for decision making in an accurate and timely manner
- Upload all monitoring data into the internal dashboard according to their timeliness
- Prepare and produce the Mid and End of term Regional report produced.



- *Success in this function shall look like this:*
- Regionally coordinated effective management and timely implementation of monitoring activities to track program performance in line with the Theory of Change and the M&E Plan
- Technical support offered to Educate! field staff in the implementation of their Regional monitoring responsibilities to ensure real-time, correct and timely submission of monitoring data as well as field communication on M&E aspect.
- Support efforts to regionally track and conduct analysis of quantitative data on all program inputs, outputs and outcomes
- Participated in review of monitoring tools for data collections
- Supported preparation of compiling monitoring data and analysis for decision making in an accurate and timely manner
- Uploaded all monitoring data into the internal dashboard
- The Mid and End of term Regional report produced

Training & Capacity Building – 15%

- Lead Efforts in designs of structured & practical trainings as well as coordinate the implementation of the trainings to field staff.
- Lead efforts in ensuring refresher trainings of Regional officers on M&E aspects on a monthly basis as well as ensure RO, PO, YL and mentors have all the materials required timely for the trainings
- Lead in scheduling of training with the Design & Training department as well as provide oversight support to the regional Officers during induction, and pre-term training on M&E aspects.
- Oversee field staff orientation training by collaborating with Human resources department as related to M&E.
- Identify RO, PO and mentor training gaps and design trainings to improve their training capacity in collaboration with the program team as well as monitor and reflect on all trainings with a focus to give feedback to the trainers.
- *Success in this function shall look like this:*
- Led designs of structured & practical trainings as well as coordinate the implementation of the trainings to field staff.
- Led refresher trainings of Regional officers on M&E aspects on a monthly basis as well as ensure RO, PO, YL and mentors have all the materials required timely for the trainings
- Led scheduling of training with the Design & Training department as well as provide oversight support to the regional Officers during induction, and pre-term training on M&E aspects.

Monitoring & Evaluation System – 15%

- Support the M&E Manager in developing the M&E System towards an effective Performance Management Monitoring as well as sustainable Impact Evaluation
- Participate in development, pilot, and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures
- Lead efforts in reviewing existing information management systems to identify and initiate M&E technology innovations
- Support and engage in the design and management of constructive information feedback loops to inform program design.
- *Success in this function shall look like this:*
- M&E System developed for effective & efficient performance management as well as sustainable impact evaluation implementation.



- Participated in development, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures
- Led review of existing information management systems to identify and initiate M&E technology innovations.
- Engaged and supported in the design and management of constructive information feedback loops to inform program design.

Qualifications

- Bachelor's degree in Computer Science with advanced knowledge in Systems development, with a High level of proficiency in Ms. Excel and Programming using JavaScript; Knowledge of Statistical Software (SPSS, STATA) is an added advantage. Knowledge in Information Technology is also an added advantage.
- Minimum of 2 years of professional experience in the field of systems development and IT professional experience in a high paced fast – moving organization.
- Experience in design & development of software applications and/or website development; knowledge & experience in mobile technologies (SMS & Smartphone based applications) with a background in basic data analysis and graphic data visualization.
- Broad experience in designing and implementation of training and capacity building activities.
- 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
- This position is based in **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 — 97% of our on the ground staff is African.
- Our model has gone nationwide in Uganda — Educate!'s model is now incorporated into the national curriculum and exams, impacting 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 <mailto: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 **Friday 28th July 2017**.*

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!

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.