



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 and maintenance of innovative M&E technologies such as Survey CTO, telverite, internal & external dashboards. The coordinator will also support the M&E Manager to effectively and efficiently coordinate Monitoring of Regional performance of program implementation, data management & reporting, and M&E trainings to field staff's. 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.



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 Implementation – 40%

- 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 submission of monitoring data as well as field communication on M&E aspect.
- Regionally track and conduct analysis of quantitative and Qualitative data on all program inputs, outputs and outcomes
- Participate in development, pilot and validation of quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures.

Success in this function shall look like this:

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- 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.
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Monitoring Technology – 30%

- Maintaining the M&E technology applications and their alignment with the specific monitoring activities.
- Design and deploy data table structures, forms, reports, and queries in survey CTO and telerivte
- Create and maintain of technical documentation of the Educate! Technologists
- Maintain the database storage 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
- Upload all monitoring data into the internal dashboard
- Ensure digital databases and archives are protected from security breaches and data losses

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- Ensured digital databases and archives are protected from security breaches and data losses

Data Management and Reporting – 15%

- Regularly download and clean Monitoring data submitted by the field staff
 - Ensure high quality data entry through regular data cleaning and data quality checks
 - Contribute to regular analysis of program monitoring data submitted by field staff in preparation of the mid of term and end of term Monitoring Reports
 - Prepare data entry screens for data entry of monitoring and/or evaluation data
 - Supervise and manage data entry by external data entrants/ data entry
 - Monitoring and Regional reports are produced according to the time lines
 - Oversee termly data quality check of all monitoring data.
 - Participate in data interpretation and presentation
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 - Supervised and manage data entry by external data entrants/ data entry
 - Monitoring and Regional reports are produced according to the time lines
 - Termly data quality checks of all monitoring data conducted.
 - Participated in data interpretation and presentation

Training & Capacity Building – 15%

- Design structured & practical trainings as well as conducted the trainings to field staff.
 - Conduct monthly refresher trainings to Regional officers on M&E aspects and orientation training in collaboration with Human resources department
 - Support the regional Officers during induction, and pre-term training on M&E aspects.
 - Identify Training gaps among field staff to improve training Identify RO, PO and mentor training gaps and design trainings to improve their training
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Qualifications

- Bachelor's degree in Statistics or Quantitative Economics with strong knowledge of statistical computing and packages that include; SPSS, STATA and MS Office
- Minimum of 2 years of professional experience in the field of statistical computing and experience in monitoring and evaluation of programs in a high paced fast moving organization.



- Knowledge & experience in use of survey CTO and mobile technologies (SMS & Smartphone based applications)
- 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.
- 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 — 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 mnejobs@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 18th August 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.