<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Monitoring Evaluation and Learning Manager</th>
<th><strong>Duty Station:</strong> Kampala</th>
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<tbody>
<tr>
<td><strong>Department:</strong> Programs</td>
<td><strong>Position Grade:</strong></td>
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<td><strong>Reports to:</strong> Program Coordinator</td>
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**About US:**

The African Prisons Project (APP) is a community of people passionately committed to bringing hope and justice to men, women and children in African Prisons ensuring equitable access to justice, health and education. Our 2020 strategy focuses on developing change makers amongst prison staff and inmates who use the law to bring justice to the most vulnerable in society; and to begin assembling world-class law teachers, law makers and practitioners to aid the training and development of our people; and to plan our expansion as we look to establish ourselves as a social enterprise offering legal services in Africa and beyond. For details about APP, follow this link; [https://africanprisons.org/our-work](https://africanprisons.org/our-work)

**GENERAL RESPONSIBILITIES:**

The MEL Manager will provide program management quality and ensure technical quality of all MEL (Monitoring, Evaluation, Analysis, and Learning) staff. The Manager will be responsible for all MEL related program actions (design/proposal development, project start-up, implementation and close-out), providing technical MEL leadership for all program sectors with specific attention to data quality and use. S/he will assess the MEL systems and the capacity of staff related to MEL, and based on this, address identified needs through capacity building and technical support on data collection methods, data analysis, data quality assurance and result-based management. The MEL Manager will conduct frequent visits to field operations to assess the quality of the program, MEL work. S/he shall ensure understanding and compliance with MEL procedures and providing guidance and coaching to staff. The MEL Manager will support program development, to ensure that all MEL activities are adequately planned, budgeted, and resourced. The MEL Coordinator will also play a key role in organizational culture change and strategic planning, to ensure that data (from monitoring, evaluation, feedback, context analysis, and gender analysis) is consistently used to drive improvements in programming, and to ensure that a culture of continuous learning is developed in the Country Program. This work will require you travel to various country offices to support their implementation, lead the analysis and work on project design.
SPECIFIC RESPONSIBILITIES:

• Champion M&E across the organisation, responsible for ensuring M&E is central part of how the organisation operates and delivers its mission and objectives;

• Work with the project leads to ensure that APP analysis is sound, supportable, actionable and interpretable.

• Ensure consistency of indicators across programs, with the goal of developing systems and procedures.

• Ensure the adoption of gender-sensitive analysis and practices among all direct reports.

• Champion an organizational culture shift to increase respect for and use of client feedback, contextual analysis, and gender analysis.

• Support greater sharing and use of gender-sensitive monitoring data, feedback, context analysis, and lessons learned within and across APP’s programmatic sectors, including by contributing to program development and design, to ensure that interventions are responsive to the needs of clients and are informed by a sound understanding of the context.

• Build on existing practices, establish a coherent Uganda MEL system (approaches, procedures, structures) across all sectors in APP

• Provide strategic direction for the development and optimization of MEL systems and resources to account for the Program’s growth programming portfolio.

• Ensure Program meets APP’s monitoring standards for improved monitoring practices, data quality, and use of data within the organization.

• Train and lead MEL staff to conduct regular Project Data Quality Audits of projects where and when needed.

• Ensure continued functioning and improvements to country’s client feedback mechanisms and regular context analysis mechanisms.

• Lead the development and review of proposal log frames, indicators and measurement to support long-term planning for the funding of all MEL functions, infrastructure, methodologies, plans, and tools.

• Hire, supervise, and build the capacity of APP MEL team members in relevant technical and management competencies, set clear expectations, annual performance objectives, provide regular and timely positive and constructive performance feedback, and providing documented semi-annual performance reviews.

• Provide a measurable development plan including on-the-job learning with the aim of strengthening technical capacity, exchanging knowledge within the team, and providing guidance on career paths.
Qualifications, Skills and Experience:
Exceptional professionals with 4-7 years of work experience designing and conducting M&E activities, including relatively sophisticated analyses and clear reporting, preferably with an NGO.

- Strong, relevant work experience evaluating programmes;
- Professional/technical skills. Advanced proficiency in Statistics necessary (note, this will be tested during the interview process), along with a deep understanding of statistics, evaluation design concepts, social value and impact assessment.
- Driving programme indicators, with experience of qualifying social return on investment, social value indicators. Shaping KPIs for each programme and undertaking analysis of performance against all these.
- Ability to explain technical concepts in plain coherent, lay terms.
- Ability to grow others’ analytical skills.
- Degree or Master’s in field relevant to Data Management, Monitoring and Evaluation.
- Minimum of four years field experience in project and program monitoring and evaluation, including: Project Monitoring and Evaluation System Design, Management of Monitoring Systems, Project Evaluation.
- Practical experience in data analysis software such as DHIS, SPSS, Excel, and Access.
- Ability to handle multiple tasks; proven self-initiative and problem solving abilities.
- Proven track record of quality performance in highly pressured environments.
- Computer skills, including Word, Excel, Power-Point, and Access.
- Proven experience of creating data collection tools.
- Proven training/capacity building skills in MEL.

How to apply:
Email your CV and cover letter only to careers.ug@africanprisons.org or saidikaren@africanprisons.org clearly indicate the position you are applying for as the subject. Deadline for receiving applications is 3rd March, 2020, at 5:00pm. Only shortlisted candidates will be contacted. Applications will be reviewed on a rolling basis.