**Position Title**: Director of Monitoring, Evaluation and Learning

**Position Structure: Director**

**Employee Type:** ☐Full-time regular     ☐Part-time regular    ☐Temporary

**Supervisor Title:** **COP**

**Department:** **Education and Child Protection**

**Division:** **IP**

**Work Location:**  Kigali, Rwanda

**Child Safety:** ☐Level 1- No Contact    ☐Level 2- Limited Contact    XLevel 3- Contact

**Summary**

Save the Children is seeking a Director of Monitoring, Evaluation and Learning (D/MEL) for an anticipated 5-year USAID-funded Homes and Communities activity. This activity is expected to start on October 15, 2021 and will focus on creating safe, stimulating and supportive home and community environments to improve literacy outcomes for all Rwandan children by the end of grade 3. The Homes and Communities activity will strengthen the capacity of Rwandan systems to provide quality learning environments with the support and materials that all children, boys and girls, with or without disabilities, need while at home or in the community. Homes and Communities will compliment another USAID-funded activity, Schools and Systems, in Rwanda.

The Director of Monitoring, Evaluation and Learning develops, implements, and continuously improves Monitoring and Evaluation systems for all project activities. S/he incorporates best practices to ensure information collected is accurate, timely and disseminated appropriately in high quality reports. The Director of Monitoring, Evaluation and Learning will use these findings to improve the program and achieve the objectives. She/he will also be actively involved in promoting learning through documentation of lessons learned and developing approaches for community analysis and using data for making decision.

*This position is contingent upon donor approval and funding.*

**What You'll Be Doing (Essential Duties)**

* Provide leadership, training and mentoring to develop M&E Plans, M&E tools, survey design, methodology, and data analysis to assess program impact.
* Develop systems for capturing and documenting data and relevant information on project activities, beneficiaries, outputs, outcomes, and impact.
* Design methodology and coordinate research activities for project operations and assessments.
* Effectively rollout M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed.
* Capture appropriate cost and financial information to track money indicators, including benchmarking information to analyze program effectiveness and cost-effective inputs.
* Ensure programming is aligned to targets and indicators contained in project proposal, and use the information from the M&E systems and tools to improve the program effectiveness.
* Support all project reviews and evaluation activities, including coordinating mid-term and final evaluations, and supporting donor and external reviews.
* Provide on-going support to maintain M&E systems; identify skill gaps and build capacity among project team.
* Prepare high quality, accurate and timely reports for Save the Children, project partners and donors as required.

**Required Qualifications**

* Bachelor’s degree in Statistics, Mathematics or related field is required.
* Advanced training in quantitative methodologies, including database management; experience in qualitative research techniques a plus.
* Minimum five years’ experience in managing and implementing MEL systems for international development programs, preferably within Rwanda.
* Coursework or equivalent on-the-job training in quantitative and qualitative evaluation methods.
* Proven experience in knowledge management, design and implementation of MEL techniques for measuring child, family, and community outcomes, and implementation of a robust learning agenda for continuous collaboration, learning, adaptation and evaluating international development programs.
* Strong analytical skills and an understanding of monitoring, evaluation and assessment tools to promote evidence-based learning.
* Experience with digital data collection systems and platforms (e.g., KoBo, ODK, Tangerine).
* Experience developing and implementing CLA strategies.
* Ability to analyze complex data and summarize it for a range of audiences.
* Ability to gain support from staff across teams and to build the capacity of others.
* Sound strategic thinking and planning skills, including ability to think creatively and innovate and to set priorities, manageable work plans and evaluate progress.
* Excellent oral and written communication skills in English. Knowledge of local language preferred.
* Familiarity with the political, social, and cultural context of Rwanda is preferred.

**What’s In It for You**

* Meaningful work, with a knowledge that you are changing the lives of children all around the world
* A family friendly work environment
* Highly collaborative and innovative teams
* Generous paid vacation days, holidays, family leave days, and sick time
* Healthcare plans including medical, dental, and life insurance
* Retirement savings account with matching company contributions
* Structured and formalized management development and coaching programs for mid and senior level managers
* Extensive e-learning opportunities on a variety of topics offered through our affiliation with several prestigious universities and with the American Management Association, as well as language learning opportunities

*Qualified local candidates are strongly encouraged to apply.*

*Save the Children believes every child deserves a future. In the United States and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.*

*Our work for children and their families requires that we commit—at every opportunity—to work together to dismantle persistent systemic and structural racism embedded in this country. Save the Children will not tolerate racism in any form—in our employment practices, amongst our staff, in our leadership or toward the people we serve. We stand in solidarity with all people of color to fight for equal rights and justice.*

*Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. All Save the Children representatives are explicitly prohibited from engaging in any activity that may result in any kind of child abuse. In addition, it is Save the Children’s policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. All our representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious issue.*

*We provide equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Save the Children complies with all applicable laws.*