

JOB DESCRIPTION – MEL MANAGER

POSITION: Monitoring Evaluation & Learning Manager - South Sudan

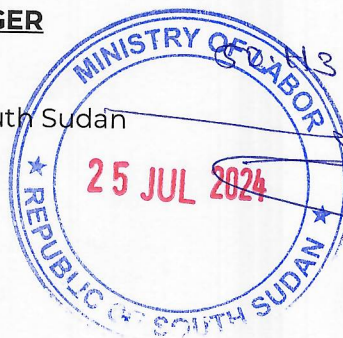
DEPARTMENT: Monitoring Evaluation & Learning Department.

LOCATION: Juba, South Sudan

REPORTS TO: Monitoring, Evaluation, and Learning Director

DATE OF ADVERT: 25 July 2024

APPLICATION DEADLINE: 14 August 2024



ABOUT INKOMOKO

Inkomoko supports entrepreneurs to grow their businesses in order to improve livelihoods, create jobs, and help communities thrive.

Founded in 2012, Inkomoko has worked with more than 60,000 entrepreneurs across East Africa, including thousands of refugee entrepreneurs. Inkomoko provides a combination of training, consulting, access to finance, and market-level systems change. We are the largest lender to refugee entrepreneurs in Africa.

Inkomoko has 500+ staff in over 20 offices across Rwanda, Kenya, Ethiopia, and South Sudan and Chad. Through Inkomoko's 2030 strategic plan, we are adding 3 additional countries to serve more than 550,000 entrepreneurs and growing our \$30M loan fund

INKOMOKO VALUES

All staff at Inkomoko are connected to a shared set of organizational values:

- **Purpose:** be solutions-oriented and produce high-quality work and be a global leader.
- **Achievement:** push yourself to reach beyond what you think is possible.
- **Improvement:** be humble and committed to continuous learning and growing through giving and receiving open and accurate feedback.
- **Bravery:** willing to take risks, create a safe space for others, be compassionate, inclusive.
- **Turikumwe/Tuko Pamoja/ Abren Nen/ Kula na sawa ("We are together"):** appreciate your colleagues, celebrate success, and support each other in hard times.

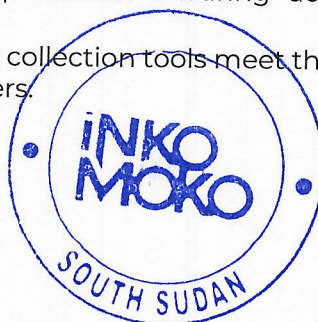
ABOUT THE OPPORTUNITY & RESPONSIBILITIES

The MEL Manager will report to the Director of Monitoring, Evaluation, and Learning. He/she will ensure that the organization is able to generate meaningful data and information that lead to insights by collecting meaningful data and ensuring all data collection systems, protections, and processes are firmly in place.

Specific responsibilities include:

Data Collection and analysis (50% time)

- Design criteria of data collection, tools, and processes ensuring adequate reliable information to generate significant insights
- Work with Program leads to ensure that the data collection tools meet the end-reporting needs of various departments, donors and partners.



- Coordinate data analysis to document program progress, outputs, impact, and learnings, identifying trends that could provide meaningful insight.
- Create theories of change for all new programs, and design data collection and reporting processes for each program.
- Manage, train and support M&E staff (in South Sudan and beyond) on data management principles including collection, quality assurance and analysis.
- Develop and manage focus groups studies and other qualitative analyses
- Work with the head of research to ensure that the organization's research initiatives are met
- Coordinate external evaluators, consultants, and researchers to enhance independent impact assessments

Data Systems Management (30% time)

- Lead continual improvements in collecting and managing company data, including working closely with the IT department and others to ensure smooth flow of data within company systems.
- Ensure data collection policies are ethical and meet standards of working with vulnerable populations and human data collection protocols. including data and privacy protections for all content
- Coordinate and manage any third-party vendors and consultants for data collection.
- Ensure safe and accessible storage of collected data in company technology systems (Odoo, Kobo and other company technologies), and coordinate processes for these systems to "talk" to one another.
- Work with department managers to develop M&E plans for new programs to meet reporting and learning requirements

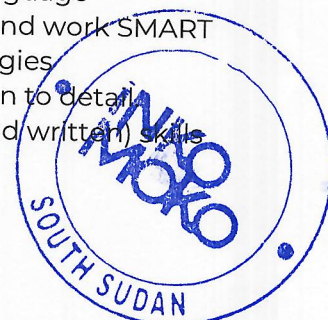
Organizational Management (20% time)

- Manage a subset of the M&E team to build a world-class team who meet global standards of evaluation, including hiring, reviews, and constructive feedback.
- Serve as part of the Management team, providing advice and support on M&E data plans as the company grows
- Work closely with Directors and Managers to ensure that the data systems are reliable and accessible to those who need them.
- Benchmark and propose/adopt best practices in line with MEL data collection and analysis and presentation initiatives
- Perform any other activities related to data collection and quality assurance as decided by supervisor

CANDIDATE QUALIFICATIONS

The MEL manager will be a seasoned leader who has strong previous experiences in MEL and leading teams. Successful candidates will demonstrate:

- Technical expertise in tool development, data collection, data management protocols, analysis and reporting.
- 6+ years professional experience in the MEL field
- Advanced degree in a relevant field
- Fluent oral/written in English & Arabic or any other local language
- Willingness to innovate and ability to think systematically and work SMART
- Proven expertise in quantitative and qualitative methodologies
- Strategic thinker, proven team-building ability and attention to detail
- Impeccable integrity and excellent communication (oral and written) skills





- Proactive and ability to work independently

WHAT YOU'LL GET

This role is a tremendous opportunity to work in a high-growth, mission-driven organization. Our compensation includes both a great culture and a competitive market-based package, including:

- Incredible company culture, including deep investment in your learning and growth, and a commitment to inclusion and diversity
- Opportunity to work with a talented, passionate, and committed team of professionals across the region
- Ability to make a significant social impact and contribute to economic growth
- Competitive salary, and potential KPI-based bonus
- Favorable policies like health insurance, staff savings program, parental leave, sabbatical program, and more.

TO APPLY

If you're excited about this role, please submit your cover letter and CV through the application portal or to Inkomoko Officer in Afex River Camps, near Konyo Konyo Market, Ngong Road, Juba, South Sudan before 14th August 2024. Please clearly indicate the position you're applying for at the right corner of the envelope. This position is for South Sudanese Nationals only.

Alternatively, you can submit your application through the application portal on the link provided: <https://inkomoko-job-portal.web.app/home>

Tell us about what you'll bring to this growing company.

Inkomoko is committed to justice, diversity, equity and inclusion. As we seek to reflect the communities we serve, **refugees and women are strongly encouraged to apply**. As an organization we have policies that ensure fair treatment in the application process.

NB: Only shortlisted candidates will be contacted. Employment is conditional upon successful background checks and other verification as needed.

All offers of employment will be subject to satisfactory references and background screening checks. Inkomoko also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual misconduct, fraud, or abuse. By applying, the job applicant confirms his/her understanding of these recruitment procedures.

