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Approved by
A/Inspector



Monitoring, Evaluation & Learning Director Sudan – USAID Youth Empowerment Activity



Position Location: Juba, South Sudan
Project Name: USAID Youth Empowerment Activity

EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

Project Description

The **USAID South Sudan Youth Empowerment Activity** will reach 25,000 South Sudanese youth in 13 counties across five (5) states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID – Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

Position Description

The Monitoring, Evaluation and Learning (MEL) Director is responsible for providing overall management, coordination and technical supervision of the monitoring, evaluation and learning activities for the activity. This person will also lead the continuing refinement of the project's results-based M&E System, responsive to evolving programmatic design and informative of implementation strategies. The MEL Director will work closely with the Database Manager to ensure that data collection and data storage meets data quality standards, liaising with the EDC Home Office M&E Advisor on all data quality, analysis, and reporting issues, as needed. The MEL Director will also contribute to donor reports. S/he will lead the development of data collection for technical and operations research, as well as work with the project team to conduct regular data quality assessments. Specifically, the MEL Director will supervise ongoing data collection and train field-based M&E staff as well as local partners and collaborators, draft reports and oversee the collection of project data, lead the development of data collection tools for monitoring, evaluations and operational research, and work with M&E staff to conduct data quality assessments regularly.



The MEL Director will report to the Chief of Party and work closely with the DCOP to ensure monitoring and evaluation findings are used to inform programmatic decisions. The position will have a technical reporting relationship with the HQ based MEL Specialist.

Essential functions include (but are not limited to):

Job Responsibilities

- Manage and oversee monitoring and evaluation activities, as well as learning activities to ensure compliance to common or core standards. Ensure that internal reflection and discussion of findings with field staff, technical specialists, and management happens on a regular basis, as determined by the COP;
- Work with the US-based M&E team to develop, refine and then implement, track and report on the annual MEL plan;
- Oversee the development of all monitoring forms for data collection, as well as written procedures for data collection and entry, with appropriate input from other departments, and data collectors and partners understand and use the tools correctly;
- Supervise the data storage process to ensure that appropriate support documentation is on file and easily located to back up project indicator data;
- Manage the MEL team and support partner's MEL staff understand responsibilities and meet performance standards.
- Liaise with technical and management staff and partners to oversee and support M&E activities at state levels;
- Identify M&E-related technical needs at central and field levels that lead to the development and refinement of the M&E system to respond to and inform evolving program designs and implementation strategies;
- Where appropriate, conceptualize operations research and other learning activities of the project in collaboration with home office staff, COP, DCOP, Project Director and HQ MEL Specialist;
- Manage technical orientation and training activities to achieve M&E objectives and plans, including in data collection, data processing, data analysis and other areas;
- Support outreach and communications by providing summary data and interpretation for inclusion in publications and reports, tailoring for consumption by different audiences;
- Coordinate and facilitate regular M&E discussions for or among USAID, stakeholders, partners, EDC teams and others to share findings and learning from monitoring and evaluation data and/or analyses;
- Oversee the aggregation and compilation of M&E data (quantitative and qualitative) for monthly, quarterly and annual reports. Oversee and ensure timely completion of all USAID data reporting;
- Understand the terms of the USAID contract, specifically expected project results and products, and ensure compliance with requirements from a MEL technical standpoint;
- Participate in relevant technical or senior leadership meetings and take part in the decision-making process as needed;
- Provide timely data reports for inclusion in quarterly and annual reports, as well for other deliverables and deadlines as needed, such as meetings, events and presentations;
- Supervise staff effectively; monitor and evaluate performance, and submit performance reports for supervisees, in a timely manner; and provide timely interventions to improve performance if needed;



- Provide support to other special initiatives as may be needed;
- Demonstrate a high level of professionalism when dealing with sensitive and confidential documents and issues, and with co-workers and EDC partners; and
- Other duties, as assigned.

The candidate for the position of Monitoring, Evaluation & Learning Director shall have at a minimum the following qualifications:

Education:

Master's degree with 5 years (preferred) or Bachelor's degree with over 7 years relevant experience required.

Skills and Experience:

- A minimum of 5 to 9 years of progressively responsible and directly relevant experience required;
- Experience working with computers, especially MS Word and MS Excel, as well as relevant data management software;
- Excellent writing skills;
- Demonstrable ability to build technical capacity of staff and partners required;
- Experience working on a USAID project desirable;
- Demonstrable initiative, creativity, and flexibility;
- Ability to work independently and effectively in groups;
- Strong interpersonal & organizational skills;
- Willingness to travel up to 40% of time to the states and counties covered by the project.

Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least 2 local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

Job closing date: October 24th, 2022

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/MEL-South-Sudan) at: <https://go.edc.org/MEL-South-Sudan> Or hand deliver applications, enclosed in an envelope, to the **Security Desk of River Camp/Afex** addressed to the attention of **The Chief of Party, Education Development Center, (EDC), USAID-Youth Empowerment Activity**. Indicate on the envelope the position applied for.

Applications will be reviewed as they are received.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

