



MEL Manager

Employer: Village Enterprise

Industry: Nonprofit/International Development/Social Entrepreneurship

Function: Support management of Monitoring, Evaluation and Learning (MEL) activity

Job Title: Monitoring, Evaluation and Learning Manager

Contract: Full Time, 2 years with opportunity to extend

Reports to: Monitoring, Evaluation and Learning Director

Location: East Africa

About Village Enterprise:

Village Enterprise's mission is to end extreme poverty in rural Africa through entrepreneurship and innovation. Village Enterprise has started over 33,000 businesses, trained over 136,000 new small business owners and lifted over 700,000 people out of extreme poverty. Over 80% of our business owners are women. After one year in our program, the standard of living for our business owners increases by an average of 35% and savings increase by 200%. And after four years, 75% of our businesses are still in operation.

About the Job:

Village Enterprise seeks a dynamic and passionate individual to support management of our robust Monitoring, Evaluation and Learning (MEL) programming. This position will primarily provide support for VE's core MEL programming and partnership work as well as technical MEL leadership for the development and growth of the Pilots and Research arms of Village Enterprise's Accelerator.

Job Description:

MEL Management: (35%)

- Monitor implementation of MEL programming
- Support refinement and development of data collection instruments, including survey development in TaroWorks
- Work to increase effectiveness and quality of data collection policies and processes
- Identify tools, resources, and best practices to help improve MEL programming
- Contribute to ongoing MEL-related professional development for MEL and other staff
- Manage MEL staff as needed
 - Work closely with MEL Director to prioritize and oversee projects for MEL staff
 - Help design and manage work schedules for MEL staff
 - Guide MEL staff in prioritizing data collection needs for the field
- Analysis and Reporting
 - Ongoing data cleaning and analysis
 - Collaborate with MEL Director to develop and implement reporting structure for operational and external reporting needs

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- Work closely with MEL Director in creating and adhering to MEL reporting schedule for Board of Directors and partners
- Improve and package MEL Onboarding processes for MEL positions
- Provide orientation and onboarding support for enumerators and other MEL staff

VE Learning - Accelerator Research and Pilot Leadership (30%)

- Provide monitoring, evaluation and research technical leadership for Accelerator Pilots and research initiatives
 - Guide staff through pre-pilot evaluability assessment processes
 - Oversee development and implementation of pilot-specific monitoring and evaluation plans
 - Provide analysis and reporting support for pilots
 - Draft research protocol for new studies; including key research questions, hypothesis, sampling plans, and analysis plans, as well as systems for monitoring implementation of research projects
 - Support implementation of approved research protocol for research projects
 - Contribute to development of data collection instruments for pilots and research projects
 - Help create and manage research and pilots reporting for both internal and external audiences

Information Management: (15%)

- Develop expertise in TaroWorks and Salesforce management
- Lead ongoing data monitoring and cleaning efforts
- Provide assistance for integration of forms and surveys into TaroWorks
- Support core program use of Salesforce for program management and reporting
- Provide staff with technical support for data collection devices as needed
- Assist in creation and management of MEL information storage systems and ensure MEL data is backed-up on an ongoing basis

Reporting, Communications and Fundraising Support: (15%)

- Support creation of weekly, monthly, and quarterly reports as needed and upon request
- Draft reports, white papers, and grant proposals through collaborative writing and editing as requested
- Manage relationships with partners as requested
- Represent Village Enterprise in Partnership/fundraising meetings as requested
- Support fundraising efforts as requested

Administration: (5%)

- Provide management oversight and leadership, as requested by, and in collaboration with, the East Africa Field Management Team
- Participate in and contribute to mid-management meetings when applicable

- Support general operations as needed

Qualifications:

- Education/Experience
 - Master's Degree in Monitoring and Evaluation, Economics, Statistics, International Development, Community Development, Development Studies; or a related field.
 - At least three years of experience conducting monitoring and evaluation for social impact programming.
 - Candidates possessing a Bachelor's degree in one of the above listed academic fields with seven or more years of field experience conducting monitoring and evaluation for social impact programming will also be considered.
- Data Collection
 - Understanding of the elements of data quality
 - Experience collecting data and/or supervising collection of data
 - Experience conducting data quality assessments
- Monitoring and Evaluation Knowledge and Skills
 - Proven ability to design monitoring and evaluation plans, including developing theories of change and logical frameworks
 - Experience developing indicators
 - Understanding of basic methods for data collection (surveys, interviews, performance tests, site visits/observation, focus group discussions, participatory methods, pre-existing data)
 - Experience cleaning data
 - Descriptive and inferential analysis skills
- Critical Thinking & Technical Skills
 - Proficiency with Google Documents, Gmail, and Android applications;
 - Proficiency in Microsoft Excel and the entirety of the MS Office suite;
 - Knowledge of/experience with STATA;
 - Must be a very strong critical thinker able to identify potential solutions to challenges in new environments;
 - Must be able to come up with creative solutions in a short timeline/under pressure.
- Training and Communication Skills
 - Demonstrate ability to communicate key concepts to non-technical audiences;
 - Show team-building education capacity within the office;
 - Explain and discuss key issues with senior management;
 - Ability to write clear, concise emails highlighting issues, problems, and key information.
- Work independently and as part of a team
 - Experience working effectively in a highly independent capacity – self-managing, taking ownership of goals, and developing work plans and self-deadlines;
 - Experience working as part of a diverse team with the ability to work via email, Skype and other Internet-based communications;



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- Strong writing and oral communication skills required, as this role will involve report writing and training.
- Leadership skills
 - Experience leading others towards successfully achieving common professional goals
 - Ability to supervise MEL staff as needed
 - Experience fostering professional growth of subordinates and co-workers
- Language:
 - English fluency required
 - Knowledge of Kiswahili, Ateso, Luo and/or Lunyoro preferred

Qualifications:

Based on compensation package

Interested Applicants:

Interested applicants should submit a cover letter, curriculum vitae, 1-2 work samples (professional or academic) and salary requirements to Celeste Brubaker at celesteb@villageenterprise.org. Applications will be accepted on a rolling basis until the position is filled. Questions regarding the position may also be emailed to Celeste Brubaker.