



## 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

**Position Type:** Full Time

**Reports to:** Vice President, Impact

**Contract:** Full Time, 2 years with opportunity to extend

**Start Date:** June/July 2020

**Location:** Kitale, Kenya

### About the Job:

Village Enterprise seeks a dynamic and passionate individual to support management of our robust Monitoring, Evaluation and Learning (MEL) programming across Kenya.

### Job Description:

#### MEL Management: (50%)

- 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 Vice President, Impact 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 Vice President, Impact to develop and implement reporting structure for operational and external reporting needs
  - Work closely with Vice President, Impact 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

#### Information Management: (35%)

- Develop expertise in Taro Works and Salesforce management
- Lead ongoing data monitoring and cleaning efforts
- Provide assistance for integration of forms and surveys into Taro Works
- Support core program use of Salesforce for program management and reporting
- Provide M&E staff with technical support for maintaining data collection devices as needed

## MEL Manager

- 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: (10%)**

- 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

## **Other: (5%)**

- Provide management oversight and leadership, as requested by, and in collaboration with, the East Africa Field Management Team
- Participate in Impact Creation Units as relevant
- Participate in and contribute to mid-management meetings when applicable
- Support general operations as needed

## Qualifications:

- Education/Experience
  - Bachelor's Degree in Monitoring and Evaluation, Economics, Statistics, International Development, Community Development, Development Studies; or a related field. Master's degree in relevant field preferred.
  - At least three years of experience conducting monitoring and evaluation for social impact programming.
  - At least one year of experience at the manager/supervisor level

## Candidates with the following competencies are strongly encouraged to apply:

- Understanding of data collection and the elements of data quality
- Monitoring and Evaluation Knowledge and Skills
- Critical Thinking & Technical Skills
- Training and Communication Skills.
- Work independently and as part of a team
- Leadership skills
- English fluency required

To Apply: Interested and qualified candidates who meet the set criteria are invited to send their Cover Letter and CV (Maximum 3 pages) including 3 referees, salary history and expectation to: [kenyajobs@villageenterprise.org](mailto:kenyajobs@villageenterprise.org) addressed to: The Human Resource Coordinator Subject Line: 'MEL Manager, Kenya' Applications will be accepted until **Tuesday, 01<sup>st</sup> June, 2020**. Kenyan nationals will be given strong priority.

**Equal Opportunity**

Village Enterprise will provide equal employment and advancement opportunities to all individuals, employment decisions at Village will be based on merit, qualifications and abilities. Village does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, marital status or any other characteristic protected by the law. Village Enterprise will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship to daily operations.