



Helping Our People Excel, Inc.

Ensuring the Social, Educational and Economic Empowerment of Liberia

VACANCY

Monitoring and Evaluation Manager

Employment Category: Fixed Term- 1-year contract, renewable

Location: HOPE Head Office, Monrovia

Reports to: Executive Director

BACKGROUND

Helping Our People Excel (HOPE), Inc. is a non-for-profit entity, championing the cause of women and girls in Liberia, focusing on sexual reproductive health and rights, education for all and leadership development for women and girls. HOPE's mission is to promote women and Girls' social, economic and educational empowerment through personal development opportunities, building strong community partnerships, policy review and advocacy. HOPE emphasizes ownership and empowerment by bringing the beneficiaries and key institutions together to discuss social issues. Our Vision is to ensure the social, educational, and economic empowerment of women and children in Liberia.

JOB SUMMARY

HOPE is strengthening our internal capacity to support an effective monitoring, evaluation and learning system. The role of the M&E Manager will be to develop, review and implement a robust Monitoring, Evaluation & Learning (MEL) framework and tools to facilitate measurement of progress; enhance compliance of programs and projects with global standards, policy frameworks and best practices; and achieve efficiency and accountability.

The M&E Manager will work under the direction of the Executive Director towards effective implementation of HOPE 3-Year Strategic Plan. S/he will play a major role in providing technical support to the Advocacy and Communications and Program Team, especially in tracking impact of deliverables using appropriate M&E tools and processes and building capacity for Monitoring & Evaluation among project/program staff.



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The M&E Manager will also offer leadership in program/project evaluations, action planning and performance reporting to HOPE's Board of Directors.

DUTIES AND RESPONSIBILITIES

- Leads the development of a comprehensive MEL Plan and System for HOPE
- Leads the design and implementation of a monitoring framework to track delivery against HOPE's strategic goals and objectives and provide regularly updated reports to the Strategic Management Team (SMT) and Board of Directors
- Work with Program Managers to ensure timely and quality technical reports as per HOPE's standards and donor requirements
- Facilitate ongoing and collaborative learning based on key data from the performance management system for continuous improvement of program delivery
- Work with the Management Team in preparing performance reports for the Board of Directors.
- Take charge of collating and synthesizing information, updating the monitoring matrix and other monitoring tools.
- Assist the SMT in tracking, consolidating, and uploading/forwarding of project technical progress reports to relevant donors, partners, and beneficiaries.
- Take lead in MEL capacity building activities for HOPE staff to strengthen implementation delivery and capturing of best practices.
- In liaison with the Advocacy and Communications Manager, compile news and produce communication materials to promote the Organization's brand.
- Perform other relevant duties as requested by the Conservation Director or the Chief Executive Director.

REQUIRED QUALIFICATIONS AND SKILLS

- University degree in an appropriate field of management or social work with professional training in Monitoring and Evaluation.



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- At least 5 years professional experience with practical development and implementation of technical project management and related result-based management-oriented monitoring system.
- Knowledge of project cycle management (situation/context analysis, conceptual models, theories of change, monitoring and evaluation and exit).
- Excellent interpersonal and communication skills with the ability to network and to develop and maintain strong relationships with field staff.
- Possession of strong organizational, reporting, and analytical skills.
- Knowledge in use of data management and analysis software
- Adaptable, flexible, able to take initiative and prioritize among competing demands.
- Experience and skills in training and transfer of knowledge;
- Willingness to participate in field activities/surveys and travel to remote areas of Liberia.

**To apply, contact us at: Helping Our People Excel (HOPE), Inc.
Tubman Boulevard/Sophie's Junction, Congo Town Monrovia,
Liberia**

Email: info@hopelib.org

DEADLINE TO APPLY: AUGUST 20, 2022