



A private, nonprofit
organization providing
development and emergency
assistance to Africa
since 1970.

MONITORING & EVALUATION SPECIALIST

Africare is a leader among private, charitable U.S. organizations assisting Africa. Africare is also the oldest and largest African-American led organization in the field. Africare's programs address needs in three principal areas: Agriculture & Food Security, Health & HIV/AIDS, and Water, Sanitation & Hygiene.

Throughout its 40 year history, Africare has reached 30 million people across the continent with innovative, sustainable, culturally appropriate and life-changing projects to improve the quality of life in communities throughout Sub-Saharan Africa. We strategically invest in innovating and implementing community-based solutions to complex problems, with a strong focus on skills transfer to create leaders out of beneficiaries. Our work has transformed communities and garnered wide recognition for its impact and sustainability.

Africare's 1,400 staff members operate in 36 countries across Africa. Headquarters is based in Washington, DC where the President's office and the Finance, Development, and Operations Departments are based.

Based in Washington DC, the Monitoring and Evaluation Specialist will provide performance management and evaluation technical assistance, advice and services to country program staff, and will work on knowledge management, portfolio management, proposal development, and M&E policy and management initiatives for HQ. This position works under the direct supervision of the Director, Office of Monitoring, Evaluation, and Learning.

Responsibilities:

- Provide M&E Support to field offices during project design and implementation. This includes: providing M&E technical assistance to field-based country office staff and project teams on M&E issues, e.g., improving monitoring, data collection and reporting; advising on mid-term and final evaluations; reviewing statements of work for surveys, evaluations, M&E specialists; facilitating impact evaluations where possible/appropriate; providing reporting and data quality oversight on monitoring data; assisting with and reviewing performance management and monitoring and evaluation plans, and providing technical assistance and support for surveys, including sampling strategies, questionnaire development, survey implementation and management, and data analysis.
- Provide support to proposal development teams, contributing to clarifying the theory of change embodied in the project proposal, conducting necessary research to establish the existing evidence base to support the theory of change and identifying areas for rigorous M&E that will help to fill gaps in knowledge, and helping to develop results/logical frameworks and preliminary M&E Plans for inclusion on project proposals.

- Provide support for development and roll-out of organization-wide monitoring and evaluation policies, systems and tools. This includes but is not limited to, developing toolkits to help mainstream good M&E practices; assisting with the facilitation of an online virtual M&E practice group; developing and delivering M&E training on key topics; supporting the dissemination of performance data and evaluations; organizing presentations for the organization's impact and results speaker series, and supporting the quarterly portfolio review process as requested.
- Provide support for the development and roll-out of knowledge management and organizational learning products and initiatives. This includes, but is not limited to, developing the monitoring and evaluation content on the organization's intranet site, supporting the development and roll-out of knowledge management initiatives, and supporting the development and roll-out of organizational learning products such as case studies, documentation of lessons learned, and facilitated discussions.
- Spend an estimated 30% of time on international travel.

Requirements:

- A master's degree in public policy or a related field (e.g., MPA, MBA, MPH) with a focus on international development.
- Demonstrated knowledge and experience in program monitoring and evaluation
- Strong quantitative skills.
- Strong organizational, analytical, communication (including written) and information management skills.
- Ability to work with a diverse team and in different cultural settings
- At least 5 years of relevant experience.
- Must be proficient in French (able to conduct work in French on Francophone country programs, including being able to read technical documents and conduct both oral and written communications in French).

Africare offers a competitive salary along with an excellent benefits package.

How to Apply:

Applications should include a resume and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience. Successful candidate must be authorized to work in the US without sponsorship.

Please send CVs to resumes@africare.org, including "**M & E Specialist**" in the subject line.

This position is opened until filled. Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.

Africare is an Equal Opportunity and Affirmative Action employer committed to workplace diversity.