



## Director of Monitoring and Evaluation

### POSITION DESCRIPTION AND RESPONSIBILITIES

#### **ABOUT CORPSAFRICA:**

Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve as volunteers in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for up to one year in rural, high-poverty communities to facilitate small-scale, high-impact projects that are identified by local people. CorpsAfrica aims to promote a culture of public service in Africa by giving participants the opportunity to apply their education, skills, and energy toward helping their fellow citizens overcome extreme poverty. We have steadily expanded operations from Morocco to Senegal, Malawi, Rwanda, Ghana, Kenya, Ethiopia and Uganda over the last decade. Having successfully proven the power and effectiveness of the model, CorpsAfrica has begun to receive significant funding from large donors. As we reach a point of significant inflection leading to future expansion, we seek to add motivated, capable, and highly effective staff to our team. For more information about CorpsAfrica, please visit our website: [www.corpsafrica.org](http://www.corpsafrica.org).

#### **OVERVIEW OF THE POSITION:**

CorpsAfrica seeks an experienced person to lead the Monitoring and Evaluation (M&E) program. The Director of M&E will collaborate with the leadership team to develop performance indicators, targets, tools, and responsibilities for M&E across the project. They will provide support to offices in internal MEL systems, M&E plans, and data quality management. Responsibilities include developing and maintaining a project database, strengthening staff and partners' M&E skills through training and mentoring, and implementing a learning agenda to share insights internally and externally.

**CLASSIFICATION:** Full-time, exempt

**SALARY AND BENEFITS:** Salary is \$100,000 - \$120,000 commensurate with experience. CorpsAfrica offers a comprehensive benefits package including employer paid medical insurance, 401(k), and paid time off.

**LOCATION:** Washington, DC, with a flexible telecommuting policy

**REPORTS TO:** CorpsAfrica's Executive Director

#### *Specific responsibilities:*

- Oversee the design and implementation of the organization-wide M&E system in coordination with the leadership team to develop key performance indicators, targets, tools, and appropriate M&E responsibilities across the project.
- Lead the planning and execution of evaluations to assess the impact and effectiveness of programs from the design of evaluation methodologies to overseeing data collection, analysis, and reporting processes to ensure the impact needs of our funders are met.
- Work closely with all offices to support their internal M&E systems, strategy, and data quality management.
- Engage with relevant stakeholders, including government agencies, partner organizations, and local communities, to share knowledge, best practices, and lessons learned.
- Lead change management efforts during the onboarding of a new database system, ensuring smooth transition and minimal disruption to organizational processes.
- Develop and implement comprehensive training plans to educate staff on the functionalities, features, and best practices of new systems onboarded to the organization to support M&E efforts.

- Create a learning agenda and implement a system designed to identify lessons learned and disseminate timely information internally and externally with partners and funders
- Provide training and support to staff, partners, stakeholders and Volunteers on M&E concepts, methodologies, and foster a culture of continuous learning and improvement within the organization, promoting the adoption of new technologies and processes while supporting stakeholders through the change management process.
- Develop original session guides and learning material for one, 30-day, pre-service training and two, one-week, in-service trainings as well as one, one-week, end of service training for CorpsAfrica Volunteers. Prepare training of trainers curricula for each of the previously mentioned trainings and facilitate these trainings ahead of the trainings to all M&E staff.
- Produce learning products and thought leadership pieces relevant to youth empowerment and locally-led development
- Other responsibilities as assigned

*Qualifications:*

- Bachelor's degree is required and a Master's degree in a relevant field is highly preferred
- 8-10+ years of progressively responsible experience designing, managing, and implementing results-based M&E activities, including at least 5 years of supervisory responsibilities.
- English is required; French is a big plus
- Proficiency in quantitative and qualitative data analysis techniques, including statistical analysis software such as SPSS, STATA, etc., and experience in data management, including collection, cleaning, and analysis, is important for ensuring the quality and reliability of M&E data.
- Demonstrated ability to lead a team, manage relationships with colleagues and stakeholders, and foster a collaborative and inclusive work environment.
- Highly collaborative style and demonstrated ability to work across cultures
- Excellent written, oral, interpersonal, presentation, and creative problem-solving skills
- Proficiency in using M&E software, data management tools, and G-Suite (Docs, Sheets, Slides, etc.). Knowledge of data visualization tools and platforms is advantageous.
- Experience in utilizing gender and social inclusion sensitive indicators and measures
- A strong commitment to the mission of CorpsAfrica is required, with a desire to support youth leadership, participatory community development, impact evaluation, transparency, and accountability.

**TO APPLY:**

Interested applicants should submit a cover letter that illustrates qualifications relevant to this role and a résumé as a single PDF (titled, "LastName\_FirstName – Director of Monitoring and Evaluation") through the following link: [Director of M&E Application](#).

Applicants must be legally authorized to work full-time in the U.S. and should not require employment sponsorship. Only complete applications will be considered. **Deadline to apply is Sunday, June 18, 2023.**

As an Equal Opportunity Employer, CorpsAfrica encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis.