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**VACANCY**

**MONITORING EVALUATION AND LEARNING OFFICER**

**ABOUT LINK COMMUNITY DEVELOPMENT**

Link Community Development is a family of organizations working in Malawi as well as Ethiopia, Rwanda, and Uganda. Link Education International based in the UK, provides support with programme and finance management, governance, communications, and fundraising.

Link Community Development Malawi (LCDM) works to improve access to and the quality of education in Malawi. Since 2006, we have worked with schools to improve the lives of children through unique and effective school improvement models. We support Malawi Government and educators to adopt low-cost solutions to improve learning and support children, with a focus on literacy, numeracy, and inclusion for the most marginalized.

Link Community Development believes that a child, vulnerable adult, or person at risk should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of all and protects them from harm. We have a zero-tolerance approach to any harm or exploitation of a child or vulnerable adult by any of our staff, representatives, or partners.

The following vacancy has arisen at LCDM:

Job Title: **Monitoring Evaluation and Learning Officer**

Accountable to: Project Manager

Location: Lilongwe

**JOB PURPOSE:**

The objective of a Monitoring, Evaluation, and Learning (MEL) Officer is to support the design, implementation, and management of monitoring and evaluation systems for projects and programs at LCDM. The MEL Officer is responsible for tracking the progress and effectiveness of project activities, ensuring that data is accurately collected, analyzed, and reported. The MEL Officer will work to assess the outcomes and impacts of project interventions, provide timely feedback to improve program implementation, and facilitate learning from both successes and challenges. The role also involves supporting the development of performance indicators, ensuring compliance with reporting standards, and fostering a culture of continuous learning to enhance the overall quality and sustainability of the program’s impact.

**AREAS OF KEY RESPONSIBILITIES:**

* Conduct regular monitoring of all project activities in accordance with the established annual work plan, MEL Framework, and internal/external reporting requirements.
* Support Project Managers in tracking and measuring progress of the planned and agreed project achievements according to Project MEL frameworks
* Develop and support all implementing stakeholders to undertake effective and respective monitoring of their activities and components and being the first users of data.
* Lead the development of quantitative and qualitative tools to gather accurate data, undertake data quality assessments for accurate and timely evidence-based decision-making.
* Draft narrative and progress reports as required – ensuring that timely and relevant data is available and appropriate for dissemination for established reporting deadlines.
* Support data collection, analysis and utilization, based on the agreed tools developed and approved by the project.
* Support the capacity development of all relevant stakeholders, including analyzing data and using data, building the ability to draw conclusions and appreciating the learning coming out of projects.
* Contribute to the development of case studies, successes, experiences, learning and good practices, evaluations and documentations for potential scale up.
* Follow district ethical principles in design, adhering to the ethical guidelines laid out in the MEL guidance.
* Represent Link Community Development Malawi at external events and meetings as required.
* Any other related tasks as required by the line manager and management team.

**Other responsibilities**

* Represent Link Malawi at all events and meetings as required.
* Any other tasks as required from time to time from management.

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

**Essential**

* Relevant degree in related field
* Professional training in Monitoring and Evaluation
* Minimum 5 years’ continuous Monitoring and evaluation experience
* Strong demonstrated experiences in using related software
* Demonstrated strong skills in data management (accuracy, timely and analysis) and MEL report writing,
* Strong experience in report writing, case study documentation, qualitative and quantitative data analysis
* Demonstrated experience in setting up MEL systems for a project.
* Proven experience of managing MEL deliverables in accordance with the requirements of specific donors.
* Knowledge of building capacity for collaborating with stakeholders and communities to understand and use data.

**Desirable**

* Experience working with a small or medium sized international NGO.
* Strong experience data management – database set-up, data collection, analysis and reporting
* Experience of working with the major international donors.

**SKILLS AND ATTRIBUTES**

**Essential**

* A self-starter, able to work autonomously at all levels.
* High level of analytical skill.
* Proven interpersonal skills and the ability to work with colleagues with high workloads.
* Capable of rapid and quality turnaround on a high workload and multiple tasks.
* High IT literacy in MS Office (including presentations).

**APPLICATION DETAILS**

* The post is fixed term full-time contract with a 6 months’ probation, based in Lilongwe.
* Link employees are entitled to a generous leave allowance and pension, health insurance and a staff development allowance.
* Salary is competitive, and dependent on experience and qualifications.
* The position will start as soon as the candidate is available.
* Please send an **Application Form, Equal Opportunities Monitoring Form and CV (max 3 pages)** to [link@linkedmalawi.org](mailto:link@linkedmalawi.org) with the subject line “MEL Officer”. Application Forms are available here: [www.linkeducation.org.uk/work-with-us](http://www.linkeducation.org.uk/work-with-us)
* The closing date for applications is **2pm on Thursday 20th February 2025, Malawi time**.
* A two or three-stage interview will take place immediately after. Applicants must be available.
* Only candidates who are invited to the interview will be contacted.

We are an equal opportunity employer, and qualifying female candidates are encouraged to apply.

**NOTE:**

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