



Title: Assistant Monitoring, Evaluation and Learning Officer

Ref No: TFU/2021-006

Position: 1

Reporting to: M&E Officer

Duty Station: Namutumba with frequent travels to Mayuge

About Teach For Uganda

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socio-economic background deserves an opportunity of an excellent education. Our mission is to build a movement of diverse and capable leaders who will work to end education inequity in our country. We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to transforming the education outcomes of less-privileged children through significantly improving their achievements and aspirations in a 2-year teaching fellowship.

As a young, non-profit organization working towards achieving an ambitious goal in a challenging environment, we are looking for an exceptional individual who embodies our core values, is self-driven, honest, a strategic thinker, detail oriented and has a knack for numbers to add to our dynamic staff and help fulfil our mission.

Position Overview

The Assistant Monitoring & Evaluation (M&E) Officer plays a key role in Teach For Uganda through monitoring the implementation of programme activities, data analysis and reporting, staff capacity building, and supporting programme research needs. He/she will coordinate with staff to ensure data collection activities are carried out according to the M&E Plan and measure progress, quality and impact of activities to target beneficiaries. S/he will be involved in carrying out and disseminating surveys, data collection, analysis and reporting.

Performance Objectives

Monitoring (40%)

- Disseminate data collection tools to staff, fellows.
- Data entry, extract and clean Google sheets, Salesforce data sets, as requested and needed and analyze them to make progress reports.
- Conduct random spot checks on the database to check the uploaded data by data entrants and match it with the scanned or hard copied documents.
- Ensure that the basic information about each beneficiary (sex, age, status, location) is collected for each activity.
- Conduct field/site visits to observe how the programme staff are using the M&E tools and to ensure that assessments are carried out properly.
- Fill M&E forms in the field like observation, school surveys and fellow satisfaction surveys.
- Monitor and supervise the work of enumerators, data entrants.



- Communicate with programme fellows to ensure that assessments, evaluations, and other data collection activities take place according to the data collection schedule.
- Provide regular updates to the Senior M&E Officer on the progress against target indicators and on any gaps in target achievement.
- Support in the coordination of the programme baseline, termly and end line surveys.

Reporting (30%)

- Collect and analyze monthly learner assessment data from fellows.
- Compile monthly, quarterly and annual reports.
- Collect monthly success stories with photos and videos and share them with the M & E Officer and Communications & Marketing Manager.

Program Start-up (15%)

- Support the M&E Officer with developing, filing, and sharing forms and tools.
- Assist with the creation and editing of data collection forms as requested and support solving any problem faced.
- Orient the fellows about the M&E plan, reporting tools and the students' database and all the requested activities and indicators.

Assessments and Research (15%)

- Analyze the data from the M&E field visits monthly against programme indicators and share reports.
- Actively engage in any programme assessments and provide the required support to carry out quality assessments.
- Any other duties assigned.

Other Internal and/or external contacts:

Internal: Fellows, Alumni, Leadership development officers

External: Parents, teachers, head teachers and district education officials.

Education & Experience:

- A Bachelor's degree in social sciences, ICT, education is preferable.
- A post-graduation training in M&E is an added advantage.
- Minimum experience of 1 year in the field of M&E/ program implementation is preferred.

Key skills, Knowledge and Competencies:

- Ability to ride a motor cycle with a valid riding permit is an added advantage.
- Knowledge and background in the education programs for pupils is an added advantage.



- Strong data analysis, organizational and communication skills are required.
- Advanced computer skills especially with MS office excel is a **MUST** for data analysis and manipulation.
- Strong report writing skills.
- Strong communication and interpersonal skills.
- Knowledge of mobile technology for data collection is an added advantage.
- Ability to communicate in Lusoga/Luganda is an added advantage.

Key skills, Knowledge and Competencies:

TFU Competencies (for all TFU Staff):

We want you to apply if you:

- Put **Children First** at the centre of everything you do.
- Possess a **Sense of Responsibility** and invest above and beyond what's expected of you
- Have the quest to **Continuously Learn**
- Exercise **Humility and Respect** for all
- Are able to exercise **Teamwork**

Application Process

Please email your resume with 3 professional referees, a copy of your valid riding license and a one-page cover letter to jobs@teachforuganda.org. Indicate the position applied for in the subject line of your email by **05th January, 2022**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org