

Title: MEAL Volunteer

Ref No:

Positions: 2

Reporting to: MEAL Officer

Contract duration: 6 months

Duty station: Head Office

About Teach For Uganda

Teach For Uganda (TFU) is a locally-rooted and globally-informed leadership development organization that leverages the power and knowledge of promising future leaders to ensure that one day, all children in Uganda will attain an equitable quality education, enabling them to thrive in constantly changing economies. We nurture leaders who are committed to advancing equitable access to quality education in low-income communities through our flagship 2-year fellowship program that attracts graduates from varied academic backgrounds to serve as full-time teachers in underserved primary schools to improve foundational literacy and numeracy skills for kids while developing their leadership skills. Post fellowship our alumni become lifelong advocates of quality education as community leaders, social entrepreneurs, and policy influencers collectively addressing the systemic challenges that hinder children from fulfilling their potential. We currently operate in 4 districts i.e., Luweero, Mayuge, Namutumba and Kayunga with 83 partner schools, 198 fellows and 32 Alumni.

Position Overview

The MEAL Volunteer will be responsible for undertaking routine monitoring through both quantitative and qualitative data collection activities, monitor progress against program/project performance indicators for reporting, learning, and program improvement and establish a mechanism for collecting, tracking, and responding to feedback and complaints from the stakeholders.

Essential Duties, Roles and Responsibilities

Program Support:

- In close collaboration with the MEAL team, coaches, and head of programs, the job holder will participate in the design and development of monitoring tools and aligned indicator definitions across the TFU projects to ensure consistent and timely tracking of all project indicators.

-
- Conduct routine monitoring, checking data completeness and identifying data quality queries, coordinating data collection activities for surveys, providing updates, and reporting to the MEAL officer/coordinator
 - In close support from the MEAL officer, ensure Quality Benchmark monitoring and ensure actions plans agreed on after QB monitoring are implemented in a timely manner. Provide feedback on the monthly action plan tracker to the MEAL officer and MEAL coordinator.
 - Work closely with the TFU project team to ensure that performance indicators are regularly tracked and that activities implemented are well aligned with the indicators.

Complaints Response and Feedback Mechanism (CRM):

- Collect complaints and feedback in close coordination with the Project and MEAL team. Track the timeliness of response to complaints and maintain an updated Project complaints tracker (Action tracker).

Partnerships:

- Participate in joint field monitoring and provide regular guidance and support to ensure the partner's effective implementation of MEAL according to expected standards and donor requirements.

Learning:

- Foster and develop a culture of learning within the TFU projects based on learning priorities for the donor, staff, and partners.

Planning, Budgeting, and Reporting:

- Should implement with the MEAL budget, and ensure timely implementation of MEAL activities.

Communication and Networking:

- Create and sustain positive working relationships internally with other technical staff; externally with the district local government and civil society organizations (CSO) partners, and other stakeholders, and also maintain an up-to-date understanding of key development trends in the Project areas.

Minimum Education, Experience, Skills, and Abilities

- Bachelor's Degree in either Statistics, Economics, IT, Humanities, or any other related field
- Proven experience in managing stores

-
- At least one year of working experience in monitoring and evaluation of education / digital learning / financial-related projects with both local and international Organizations.
 - Experience in data collection and data cleaning.
 - Knowledge and practical experience developing a MEAL System to generate data.
 - Computer proficiency, especially related to professional office software packages (Microsoft Office), particularly MS Excel, MS PowerPoint, MS Word and at least one analysis software (SPSS, STATA, Power Bi etc.);
 - Knowledge and use of various survey methods for monitoring of different programs;
 - Prior experience establishing and running coordination mechanisms;
 - Additional training and experience in monitoring and evaluation and MIS is an added advantage;

Functional Competencies

- Effective Communication (Oral and Written): Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors
- Problem Solving : Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving operational or process problems; ability to apply this knowledge appropriately to diverse situations.
- Interpersonal Relationships: Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices in a constructive and collaborative manner.

TFU Core Values:

We put Children first: We put children at the center of everything we do and we work tirelessly to provide for them meaningful experiences that allow them to realize their fullest potential.

Sense of possibility: We believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.



Block 244, Plot 5151 Majid Musisi,
Kampala, Uganda
info@teachforuganda.org
www.teachforuganda.org

Constantly learning: It is only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly searching for new knowledge from books, research and articles to deepen our understanding and bring innovation to various aspects of our work.

Humility and respect: We treat each other with dignity and respect, appreciate each other's strengths, perceptions and experiences and acknowledge our own limitations. We value our relationship with communities, leaders, schools and parents and constantly engage them to advance our work of providing an excellent education to all children.

Teamwork: We support and challenge one another, work cooperatively with enthusiasm and appreciation, respect each other's views and make our work environment fun and enjoyable.

Pursuit of Excellence: It takes commitment to deliver quality service and each day we strive to be the best in our work, culture, relationships, and innovations.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org not later than **June 25, 2023**. Please indicate the position applied for in the subject line of your email. 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