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## Monitoring and Evaluation Assistant

**Location:** Uganda

**Department:** Monitoring, Evaluation, Research and Learning (MERL)

**Reports to:** Monitoring and Evaluation Officer

**Contract Type:** Full-time

**Date of Posting:** 18 June 2026

**Application Deadline:** 2 July 2026 at 11:59 PM EAT

### About Teach For Uganda

Teach For Uganda is a leadership development organization working to expand educational opportunity for all children in Uganda. We recruit, train, and support promising leaders to serve in underserved classrooms and communities, while developing the skills, mindsets, and commitment needed to drive long-term change within and beyond the education system.

Through our work with schools, communities, partners, Fellows, and Alumni, we are building a movement of leaders committed to ensuring that every child has the opportunity to learn, lead, and thrive.

### About the Role

We are seeking a detail-oriented and highly organized Monitoring and Evaluation Assistant to support the implementation of our monitoring, evaluation, accountability, and learning systems.

The successful candidate will play a critical role in supporting the collection, management, verification, and reporting of high-quality programme data. This data will inform decision-making, strengthen accountability, and contribute to continuous learning and improvement across our programmes.

### Key Responsibilities

#### 1. Data Collection and Monitoring Support

- Support routine monitoring activities to track programme implementation and progress.
- Coordinate data collection activities, including surveys, assessments, and routine monitoring exercises.
- Ensure timely, accurate, and complete collection and submission of programme data.

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- Follow up with programme teams on data collection requirements, timelines, and reporting needs.
  - Verify and validate submitted data for accuracy, completeness, and consistency.
  - Identify and support the resolution of data gaps, errors, and inconsistencies.
  - Maintain proper documentation of monitoring activities, tools, and source documents.

## **2. Data Management and Quality Assurance**

- Enter, update, and maintain programme data in designated databases and tracking systems.
- Conduct routine data cleaning, verification, and validation checks.
- Support the maintenance of programme trackers and Indicator Performance Tracking Tables.
- Ensure proper filing, storage, and retrieval of monitoring records and source documents.
- Maintain confidentiality and ensure ethical handling of programme information.
- Support continuous improvement of data management processes and systems.

## **3. Reporting and Learning Support**

- Compile routine monitoring information from programme teams.
- Support the preparation of monthly, quarterly, and annual programme reports.
- Generate basic data summaries, charts, and visualizations to support reporting and learning.
- Contribute to the documentation of lessons learned, best practices, and success stories.
- Participate in programme reflection, review, and learning sessions.
- Support the documentation of feedback and recommendations to strengthen programme quality and accountability.

## **4. Coordination and Administrative Support**

- Coordinate logistics for monitoring visits, assessments, surveys, and learning activities.

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- Prepare materials, tools, and documentation required for M&E activities.
  - Maintain M&E filing systems, schedules, records, and trackers.
  - Communicate data submission requirements, reminders, and follow-ups to programme staff.
  - Provide administrative support for M&E processes, meetings, and systems.
  - Undertake any other related duties as assigned by the supervisor.

## **Qualifications and Experience**

### **Education**

- Bachelor's degree in Statistics, Monitoring and Evaluation, Economics, Development Studies, Social Sciences, Demography, Information Systems, or a related field.

### **Experience**

- 1–3 years of experience supporting monitoring and evaluation activities, preferably within the education or development sector.
- Experience supporting field monitoring activities, surveys, assessments, or programme implementation.
- Experience using digital data collection platforms such as Kobo Collect, ODK, CommCare, or similar tools.
- Experience managing, cleaning, and organizing data using Microsoft Excel, Microsoft Access, or similar tools.
- Experience compiling reports and summarizing information from multiple data sources.

## **Required Skills and Competencies**

### **Technical Skills**

- Data collection and routine monitoring.
- Data management and record keeping.
- Basic data analysis and reporting.
- Proficiency in Microsoft Excel and digital data collection tools.
- Data quality assurance, verification, and validation.

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- Ability to generate simple charts, tables, and visual summaries.

### **Core Competencies**

- Strong attention to detail and commitment to data accuracy.
- Excellent organizational and coordination skills.
- Strong communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines.
- Problem-solving and analytical thinking.
- Learning mindset and openness to feedback.
- Ability to work collaboratively across teams.
- Integrity, confidentiality, and professionalism in handling programme data.

### **What We Are Looking For**

The ideal candidate is passionate about using data to improve programme quality and impact. They are highly organized, proactive, and comfortable supporting field-based monitoring activities. They thrive in collaborative environments and demonstrate a strong commitment to accuracy, accountability, ethical data practices, and continuous learning.

### **Application Process**

Interested candidates should submit:

- A cover letter explaining their suitability for the role.
- An updated CV highlighting relevant experience.
- Contact details for three professional referees.

Applications should be sent to [careers@teachforuganda.org](mailto:careers@teachforuganda.org)

Due to the high volume of applications expected for this competitive role, only shortlisted candidates will be contacted. Applicants who do not hear from us within three weeks from the closing date should consider their application unsuccessful.

We appreciate all applicants for their interest and the time taken to apply.

**Teach For Uganda is an equal opportunity employer. Female candidates and persons with special needs who meet the role requirements are encouraged to apply.**