



Job Title:	Monitoring and Evaluation (M&E) Manager
Immediate Supervisor:	Chief of Party
Directly Supervises:	M&E staff and consultants
Starting Date:	December 1, 2014, or as soon thereafter as possible
Working Hours:	40 hours per week, 8:00-4:00 or 9:00-5:00, Sunday-Thursday

AMIDEAST is an international, non-profit, education organization with offices throughout the Middle East and North Africa, including in the West Bank and Gaza. AMIDEAST is recruiting a Monitoring and Evaluation Manager for the USAID-funded School Support Program (SSP) that it is implementing from its Ramallah office. The School Support Program is a four-year program that goes through March 2017 that takes a holistic approach to education development in grades 5-10 in 50 Palestinian public schools. The primary goal of the program is to improve the quality of education in marginalized schools of the West Bank. Program objectives include improving the educational environment in schools, enhancing community engagement, and strengthening students' social competencies.

Position Summary

The M&E Manager will be based at the SSP project office in Ramallah. S/he receives general supervision from the Chief of Party and administrative guidance and day-to-day supervision from the program's Deputy Chief of Party. The M&E Manager leads SSP's M&E data collection and analysis activities, as well as spearheads the design and implementation of a data management system. S/he identifies performance indicators, develops quality assurance strategies, trains program employees, develops reports, and maintains contact with program partners.

Summary of Responsibilities

- Lead the development of plans and strategies for the successful creation, and revision/modification as necessary, of an approved work plan and PMP
- Design the monitoring and evaluation approach and instruments
- Develop data collection procedures
- Work closely with stakeholders on data collection and sharing.
- Oversee monitoring and data collection activities, including the logistics of form distribution and collection
- Oversee data processing, including data transfer, entry, verification and cleaning
- Oversee internal communication on M&E progress and results
- Manage M&E staff and consultants
- Train data collection and other M&E staff as needed
- Conduct data quality assurance checks
- Oversee M&E database setup and management
- Conduct qualitative and quantitative data analysis to monitor and evaluate programmatic progress and impact
- Generate data reports in compliance with USAID procedures and agreement deliverables
- Ensure effective communication between the M&E team and other program staff, partner team and home office
- Prepare stakeholder communications and reports based on M&E data
- Mentor and build the capacity of junior M&E staff

Skills and Qualifications

- 5 years of relevant experience
- Bachelor's degree in social sciences or equivalent, master's degree preferred
- M&E experience with USAID-funded basic education or youth programs preferred
- Supervisory and management experience
- Competence in qualitative and quantitative study design and implementation as demonstrated in sample of previous work
- Extensive experience with monitoring program implementation using qualitative and quantitative approaches



- Experience using data analysis packages such as SPSS; database management systems, preferably Access; and Excel
- Experience in developing and coordinating data collection, processing and analysis systems
- Strong interpersonal skills and demonstrated ability to work productively with program staff and partner institutions
- Good English technical writing skills
- Strong organizational, communication, computer, leadership, and interpersonal skills
- Fluency in spoken and written English and Arabic

NOTE: This position description is not intended to be all-inclusive, and the incumbent will perform other reasonable business-related duties as assigned by immediate supervisor when necessary. AMIDEAST reserves the right to amend duties and responsibilities as needed to ensure effective and efficient project implementation. Interested candidates should send a cover letter and CV to info-ssp@amideast.org.

Only individuals selected for further consideration will be contacted. **The closing date for applications is 5:00 pm, Sunday, November 23, 2014**