

## Twaweza Job Description

<b>Job Title:</b>	Salary	Manager, Monitoring, Evaluation and Learning
<b>Grade:</b>		8A
<b>Reports to:</b>		Director, Learning and Strategy
<b>Supervises:</b>		Program Officers, Assistant Program Officer and Consultants as delegated.
<b>Location:</b>		Uganda
<b>Start Date:</b>		1 October 2025

### Overall Responsibility:

You will be responsible for overseeing and implementing the monitoring, evaluation and learning activities as articulated in the Twaweza plan, and creating and maintaining a dashboard for the Twaweza results framework. You will be documenting lessons learned and communicating those within and at times outside Twaweza and liaising with key external partners in close consultation with the Director, Learning and Strategy.

### Specific Responsibilities:

1. Develop, oversee and coordinate Monitoring and Evaluation plans, update the Monitoring database, and rollout the approved Monitoring system across Uganda, Kenya and Tanzania in line with Twaweza's Monitoring Framework.
2. Oversee budget expenditure of Monitoring and Evaluation activities across the three countries.
3. Under guidance of the Director for Learning and Strategy, develop and improve methods for monitoring, evaluation and learning) across the Twaweza portfolio that will produce quantitative and qualitative data relevant to Twaweza's Theory of Change with particular focus on feedback loops and measurement of intermediate and long-term impact.
4. Oversee and support the country-based Learning and Strategy Officers in the implementation of the monitoring and evaluation portfolios, evaluation and research (reviewing idea and decision memos, assisting in engaging qualified entities and consultants, and in reviewing reports).
5. Oversee and support the analysis of monitoring data (as well as evaluation and research) across the three countries, and produce briefing reports for input into quarterly management meetings as well as creatively translating the data into well documented learnings.
6. Review, edit and finalize Learning and Strategy products (Monitoring Briefs, Learning Notes, Research Reports, Infographics, etc.) produced by country-based Program Officers; as needed, lead on writing of briefs and other products for internal use as well as external communication;
7. Actively participate in and support evaluation and research initiatives undertaken by the Learning and Strategy unit, with a focus on Uganda, including linking monitoring and evaluation mechanisms, participation in conceptual/design stages of the evaluations/research, support in implementation (if needed), and pro-active dissemination of results internally and externally.
8. Contribute to actively disseminating of findings and lessons learned through monitoring (as well as evaluation and research) including regular provision of material for updating the Learning and Strategy portion of the Twaweza website and pro-active sourcing of relevant external forums, blogs or other spaces for sharing.
9. Assist the Director to manage the external-facing components of the monitoring agenda, including providing and preparing monitoring data for events (e.g., board meetings).

10. Contribute to implementing the organizational learning agenda in a creative and effective manner, with a focus on providing timely and relevant feedback on Twaweza's activities to implementing units, and linking monitoring findings from the 3 countries into various learning sessions.

**General Responsibilities:**

1. Successfully implement above responsibilities and assigned activities in work plans and budgets, consistent with Twaweza Policies.
2. Contribute effectively to planning, monitoring, reporting and information dissemination of Twaweza's work.
3. Collaborate with Twaweza staff across units and countries in a spirit of mutual respect and cooperation to get things done.
4. Communicate your work through active use of internal platform (SalesForce), electronic calendar (Gcal) and being accessible on electronic chat as per Twaweza requirements.
5. Participate actively in organization wide learning and other joint activities.
6. Comply with and foster adherence to the established Twaweza values, policies, regulations, guidelines and procedures.
7. Undertake any other lawful tasks as may be assigned by your Supervisor and/or Executive Director.

**Core Qualifications:**

1. A Masters' degree in social sciences or any other relevant field.
2. At least seven years of extensive experience in Monitoring, Evaluation and Impact reporting.
3. Demonstrated knowledge and practical application of monitoring and evaluation approaches and methods (mixed methods preferable)
4. Strong knowledge of governance and accountability, and demonstrated experience of having worked on the areas.
5. Demonstrated strong analytical and conceptual skills; proven data analysis skills (both quantitative and qualitative) a strong plus.
6. Demonstrated excellent writing skills, both formal (e.g., reports, papers), as well as informal (e.g., blogs) Excellent verbal communication skills in English (Kiswahili a plus), including making persuasive and exciting presentations based on monitoring data, and ability to synthesize findings into useable information.
7. Ability to think creatively about monitoring, including different ways of sourcing, packaging, and making use of the information obtained.
8. Strong affinity with the thinking behind the Twaweza concept.
9. Demonstrated team working qualities, as well as ability to motivate and lead colleagues and teams in working productively and deliver quality results.  
Curiosity and passion to learn, push the envelope, innovate, take thoughtful risks and get things done.