



Monitoring, Evaluation and Learning (MEL) Coordinator

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, USA, committed to improving the lives and learning of girls and boys worldwide through thoughtful research, practice, and partnerships. For more than a decade, we have partnered with individuals, government ministries, nongovernmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We have worked in more than 30 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

Role: The newly awarded Strengthening Teacher Education and Practice (STEP) activity is a five-year project funded by the United States Agency for International Development (USAID) and implemented in partnership with Florida State University. It has two overarching objectives: (1) to strengthen primary teacher education preparation programs (pre-service); and (2) to operationalize a national continuing professional development (CPD) framework (in-service), including an established system for new teacher induction. School-to-School International is seeking a Monitoring, Evaluation and Learning (MEL) Coordinator to join the team in its Lilongwe-based office. The responsibilities of the MEL Coordinator may include, but are not limited to, the following bullets.

Responsibilities:

- Support the design and implementation of monitoring, evaluation, and learning activities
- Help maintain strong relationships with key stakeholders and development partners
- Assist in data sharing events and workshops
- Support the implementation and revisions to the Activity Monitoring Evaluation and Learning Plan
- Assist in developing, presenting, and disseminating tools, materials, and intervention-related research
- Contribute to setting up a system to track activities and project-wide indicators
- Help design tools, train data collectors, coordinate data collections, and use data to inform indicators and project implementation
- Support the incorporation and management of all project data into a master database
- Develop connections with existing data collection and management systems
- Contribute to quarterly and annual reports and presentations
- Help ensure that all MEL activities and reporting adhere to donor requirements
- Other duties as assigned by supervisor

Qualifications:

- Degree in social sciences or other relevant discipline
- At least three years of experience doing M&E work on donor-funded projects in the education sector
- Experience assisting in the design and implementation of M&E systems for U.S. government-funded projects
- Proven record of successful tools development for indicator tracking
- Strong quantitative and analytical skills and ability to articulate technical information clearly to both technical and non-technical audiences
- At least three years of experience facilitating trainings, workshops, round table discussions, etc.
- Excellent report writing and communication skills, including oral presentations
- Experience supporting teams to collect data and using technology or different platforms
- Ability to learn new project management software
- Experience with teacher training preferred
- Excellent interpersonal communication skills
- Multitasking with the ability to successfully juggle competing priorities
- Strong verbal and oral communication skills
- Fluency in English

Location: Field office in Lilongwe, Malawi

Salary Range: 17,700,000.00 - 20,900,000.00 MWK per year

Please submit a resume/CV and cover letter describing your interest and qualifications to info@sts-international.org no later than October 24, 2023, with the subject line "MEL Coordinator." Applications will be reviewed on a rolling basis.

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by applicable law.