

JOB DESCRIPTION

Temporary Monitoring, Evaluation and Learning Officer (Maternity Cover)

JOB TITLE:	Temporary Monitoring, Evaluation and Learning Officer (Maternity Cover)
FT/PT	Full Time (40 hours per week)
LOCATION:	Nairobi office
REPORTS TO:	Research Manager
Contract Period:	5 Months (Fixed), Starting 1 st of August 2025.

About the PAL Network

The People's Action for Learning (PAL) Network is a south-south partnership of organizations working across three continents. Our Vision is to have a world where all children have a foundation for lifelong learning. Member organizations conduct citizen-led assessments and/or citizen-led actions aimed at improving learning outcomes. We generate robust evidence on learning outcomes through oral one-on-one assessments conducted in households. We work with governments and non-state actors in the education space to implement evidence-based programs for improved learning. We generate new insights to understand learning contexts and issues using data from our assessments, action programs, and other research. We use evidence to track and report on global progress as we advocate for equitable, inclusive, and quality education.

The Temporary Monitoring, Evaluation and Learning Officer (Maternity Cover):

The Temporary Monitoring, Evaluation, and Learning (MEL) Officer will play a key role in sustaining PAL Network's evidence and learning systems during the maternity leave of the current officer. Reporting to the Research Manager, the MEL Officer will coordinate MEL activities across programs, refine internal Framework and tools, ensure quality data collection for upcoming assessment and action projects, coordinate learning and feedback processes, and contribute to external reporting and proposal development. This is a dynamic and cross-functional role requiring strong coordination, data management, and communication skills.

The main responsibilities of the role will be:

1. Monitoring and Evaluation

- i. Refine the 2025–2030 Results Framework and update/design tools and dashboards to track progress across programs.
- ii. Plan and document peer-to-peer learning sessions; coordinate staff learning and feedback activities, including post-event surveys.
- iii. Set up and manage SurveyCTO for assessments and action projects; provide technical support to country teams and monitor data quality.
- iv. Produce timely monitoring reports and summaries to inform decision-making and improve implementation.

2. Governance and Reporting

- i. Draft donor reports and prepare quarterly narrative reports within the cover period.
- ii. Contribute to fundraising efforts by reviewing concept notes, supporting proposal development, and providing MEL inputs.

3. Other Responsibilities

- i. Attend and participate in staff and network meetings and other scheduled engagements.
- ii. Perform other duties as assigned to support the team and organizational goals.

Requirements:

- A bachelor's degree in Monitoring and Evaluation, Statistics, Social Sciences, Education, Development Studies, or a related field. A master's degree is an advantage.
- Experience: At least 5 years of progressive experience in monitoring, evaluation, and learning within the education or international development sector, including experience supporting multi-country programs and managing digital data collection platforms (e.g., SurveyCTO, KoboToolbox).
- Demonstrated ability to write clear, concise, and high-quality reports, including donor reports, internal monitoring summaries, and learning documentation.
- Strong coordination and communication skills, with attention to detail and the ability to manage multiple priorities.
- Strong interpersonal skills and cultural sensitivity, with the ability to collaborate in diverse, multilingual teams.
- Commitment to equity, inclusion, and the mission of PAL Network.

Languages:

- Proficiency in English (both spoken and written) is required.
- Additional fluency in French, Spanish, and/or Portuguese is highly desirable, reflecting the multilingual nature of PAL Network's member countries, but not mandatory.

How to Apply

Interested applicants are requested to send their applications to jobs@palnetwork.org with the subject line **Temporary Monitoring, Evaluation and Learning Officer (Maternity Cover)**.

The application deadline is 11:59 p.m. EAT on Friday July 4th, 2025.

Only shortlisted candidates will be contacted. PAL Network is an equal opportunity employer and encourages applications from women and underrepresented groups.