

Name of Position: **CSEF Monitoring, Evaluation and Learning Officer**

Salary range: Competitive

The Global Campaign for Education is seeking to appoint a **Monitoring, Evaluation and Learning Officer** for its **Civil Society Education Fund (CSEF)** Programme on an initial 12-month contract, with a renewal assuming continued grant funding.

Main Duties:

- Support effective delivery of the Monitoring, Evaluation and Learning strategy of the CSEF programme.
- Support regional and national CSEF partners to effectively track progress, results and learning, through regular information-sharing, development of relevant guidelines and tools, and targeted capacity building.
- Oversee and coordinate timely reporting from national and regional CSEF partners, and keep track of delays or challenges.
- Help to coordinate usage of the MEL online system, identify gaps and difficulties, and support ongoing refinement and improvement.
- Ensure effective data gathering, analysis, entry and storage from across the CSEF programme, especially ahead of donor reporting deadlines.
- Contribute to report writing to donors.
- Collect, organise and archive supporting documents, and share with CSEF partners as relevant.
- Help to manage CSEF monitoring database and maintain this as accessible source of information on programme activities.
- Assist in preparation and management of the CSEF evaluation.

Location: London, UK or Johannesburg, South Africa

Please visit the CSEF Programme description on the GCE website for further details on the programme: campaignforeducation.org/en/civil-society-education-fund. For a full job description and applicant qualifications, please visit campaignforeducation.org/en/jobs

Applications to be submitted to jobs@campaignforeducation.org by 15 July 2016