**Job Title: Monitoring & Evaluation (M&E) Specialist**

**ABOUT CYBER SCHOOL**

Cyber School Technology Solutions CSTS is a premier provider of quality educational services offering world-class solutions to enhance the online educational environment globally CSTS works with experienced educators and technocrats across the globe in designing and developing digital educational resources, portals, and learning management systems (LMS) to make learning more accessible, affordable, exciting and enjoyable. Be it digital content on 3D, enabling digital online learning through our (LMS), professional development courses, training in digital pedagogy and instructional design, or using Artificial intelligence (AI) to address learner challenges for example Eye-n-Joy, all our products, educational tools, training, and support material and services are well researched and tested, providing appropriate solutions to achieve student success at all levels. We are devoted to partnering with parents, guardians, both public and private organizations to turn young people into remarkable contributors in the real world.

**ABOUT THE ELEARNING INITIATIVE**

Cyber School Technology Solutions (CSTS) and MasterCard Foundation eLearning initiative will work to improve access to quality and relevant education for 95,000 youth (50% women), in 20 Education Institutions (EIs), with 12,500 transitioning into meaningful and dignified work by 2026.This will be done by;

1. Supporting Education Institutions (EI) to successfully implement eLearning, thus increasing their resilience against COVID-19 and future situations preventing in-class learning.
2. Addressing the skills mismatch between the young people graduating from EIs and employability by integrating work readiness and entrepreneurship skills into the technical skills curriculum.

The initiative is about building the resilience of EIs to move beyond survival. We will

Empower them to cope by deepening eLearning, skilling instructors and students in Using digital technologies to teach and learn, while deliberately including lower-income youth, refugees, women, and people with disabilities. We will pay special attention to resolving their learning challenges with special-assistive devices, sign language integration, mentorships, internships, scholarships, and instructor skilling on social emotional learning (SEL). We will set them up to thrive by increasing the quality of education and building workforce readiness skills

**Role: Monitoring and Evaluation Specialist**

**Department:** eLearning Program  
**Reports To:** Project Manager

|  |  |
| --- | --- |
| **Supervises:** | **M&E Officer & Data entrants/ Research Assistants** |

**Location:** Head Office Kampala

**Job Type:** Full-Time

**Job Purpose**

The M&E Specialist will be responsible for developing and implementing a robust Monitoring, Evaluation, and Learning (MEL) system for the eLearning project. The role ensures that project objectives are met through effective data-driven decision-making, quality assurance, capacity building, and continuous learning. The MEL Specialist is responsible for aligning program deliverables and MEL frameworks to the program Theory of Change and support programs team in results delivery, while ensuring effective utilisation of the M&E system by program staff and partners. Including the development of relevant and feasible MEL tools and processes, building capacity of staff and partners to use these tools and processes and providing ongoing technical support and accompaniment required for this to happen.

Additionally, ensuring that evidence-based reporting and learning are prioritized throughout the program cycle leading to adaptation and innovations. And ensuring that M&E Plan activities are appropriately and sufficiently budgeted for, and all program staff are properly oriented on the program M&E system, tools, and processes. This includes supporting recruitments of Data/research Assistants and supervising them.

**Key Result Areas (KRAs) and Responsibilities**

**1. Establish and Maintain a Robust MEL System (30%)**

* Develop and implement effective MEL tools and frameworks.
* Ensure real-time data collection, analysis, and reporting.
* Utilize electronic data capture tools for efficiency and accuracy.
* Provide data-driven insights for decision-making and strategy refinement.

**2. Program Quality, Learning, and Reporting (30%)**

* Ensure inclusivity in M&E activities, with gender-sensitive and youth-centric approaches.
* Conduct regular field monitoring and provide technical support.
* Lead program reviews, reflection meetings, and learning workshops.
* Oversee quality assurance for work plans, data reports, and performance indicators.

**3. Leadership and Capacity Building (20%)**

* Foster a collaborative M&E culture within the team and partners.
* Train and mentor program staff on M&E tools and best practices.
* Supervise field monitoring activities and data collection teams.
* Facilitate knowledge-sharing and learning opportunities for continuous improvement.

**4. Contribution to Program Design and Delivery (15%)**

* Ensure that project objectives and indicators are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).
* Support program teams in defining and reviewing KPIs and targets.
* Integrate lessons learned into strategic work plans and interventions.
* Train project staff on MEL frameworks, including the Theory of Change (ToC).

**5. Other Assigned Duties (5%)**

* Support organizational MEL functions beyond the eLearning project when needed.
* Take on additional tasks as assigned by the Project Manager.
* Step in for the M&E Manager when required.

**Key Performance Indicators (KPIs)**

* **MEL System Effectiveness:** Timely and accurate data collection and reporting.
* **Program Impact Measurement:** Quality of evaluation reports and actionable insights.
* **Capacity Building Success:** Number of trainings conducted and staff proficiency improvement.
* **Program Adaptation:** Evidence-based decision-making and integration of learning into planning.
* **Stakeholder Engagement:** Collaboration with teams and external partners for data sharing and improvement.

**Required Qualifications & Experience**

* Bachelor’s or master’s degree in Monitoring & Evaluation, Statistics, Social Sciences, Data Science, or a related field.
* At least **5 years** of experience in MEL, preferably in eLearning, education, or ICT projects.
* Proficiency in electronic data collection tools (e.g., KoboToolbox, CommCare, ODK, or similar).
* Strong analytical and data visualization skills (e.g., Power BI, SPSS, Stata, or Excel).
* Experience with MEL frameworks, including Theory of Change and Logical Framework Analysis.
* Proven ability to conduct field assessments and impact evaluations.

**Core Competencies & Skills**

* **Leadership & Supervision:** Ability to guide teams and promote a learning culture.
* **Analytical & Data Interpretation Skills:** Expertise in handling large datasets and extracting insights.
* **Report Writing & Presentation Skills:** Strong ability to present findings clearly.
* **Training & Capacity Building:** Experience in training project staff on MEL systems.
* **Time Management & Adaptability:** Ability to manage multiple priorities efficiently.
* **Collaboration & Communication:** Excellent stakeholder engagement and teamwork skills.

**How to Apply**

Interested candidates should submit their applications here: [**https://forms.gle/SQmtwy7iAdeFVXtZA**](https://forms.gle/SQmtwy7iAdeFVXtZA)

**Deadline:** February 10, 2025.