

peas



Global Monitoring, Evaluation and Learning Officer Candidate Pack

Our Mission

To expand access to sustainably delivered quality secondary education across Africa

www.peas.org.uk

About us



We are PEAS. We are a fast growing not-for-profit with the mission to expand access to sustainably delivered quality secondary education across Africa.

We do this in three ways:

PEAS Schools – For the past fifteen years, we have operated 36 high quality, inclusive secondary schools in hard-to-reach areas: 30 in Uganda and 6 in Zambia, educating more than 15,000 young people, 53% of which are girls.

PEAS Partner Schools – We support 14 basic government schools in the Upper West region of Ghana to strengthen school improvement, in partnership with a local community-based organisation. These schools educate more than 2,200 children and young people, 51% of which are girls. We are looking to grow this programme later this year.

PEAS Government Partnerships – Drawing on our practical experience, we work in close partnership with the government in all 3 countries to incorporate contextualised best practice and learning from PEAS Schools and PEAS Partner Schools into government schools and systems to ensure as many young Africans as possible can benefit from a relevant and high-quality basic and secondary education. We are working with over 300 government schools across the 3 countries.

Our new strategy is focused around a period of rapid growth. During this period, we aim to grow our school networks, launch in a new country and expand our wider impact by strengthening education systems. To be achieve this, we need to be working as efficiently and effectively as possible. We are looking for a finance and admin assistant/officer that can help us do this so that we can work towards achieving our exciting and challenging ambitions.



The Opportunity



As Global Monitoring, Evaluation and Learning Officer, you will support PEAS country level MEL teams in fulfilling their learning objectives in relation to delivering our system strengthening technical assistance programme to non-PEAS schools. The MEL Officer will be part of the Global Technical Team, and will contribute to the team's primary objectives to bolster the efficacy and impact of the organisation's initiatives across Uganda, Zambia, and Ghana.

We are looking for an individual with significant MEL experience, ideally in relation to education programmes in low resource settings of Uganda, Zambia, and/or Ghana. Experience in fulfilling institutional donor requirements is desirable, ideally to include USAID and FCDO.

Role and department	Global Monitoring, Evaluation and Learning Officer, Technical Team
Role purpose	To provide technical advice and quality assurance in the achievement of MEL objectives in PEAS global system strengthening programme
Contract	Permanent on a full -time basis, 5 days a week
Compensation	Competitive salary (compensation will vary according to level of experience)
Location	Recruitment is open to candidates of all nationalities and locations able to work around UK/African time zones. Priority will be given to candidates based in Uganda, Zambia or Ghana, and then UK.
Start date	We can be flexible on the start date for the right candidate but, ideally, we would like the role to start asap.

To be successful in this role you will have strong communication skills, demonstrating the ability to guide, motivate and support members of the wider global MEL team. You will be highly experienced in working with data, and have strong data analysis skills. You will be part of a hard- working, growing and highly effective team who support one another to achieve impact. Our team are united by our vision, values and desire to give the highest possible number of students the best possible education and life outcomes.

Working at PEAS

No matter what the role, team, context or country, we are all guided by our values, intrinsically motivated and energetic. We work collaboratively across functions, facing the challenges of balancing access, quality and sustainability together to deliver the best quality outcomes for students.

- Have impact - opportunity to really stretch yourself and contribute to having real impact in improving the life chances of all children through educational opportunity.
- Part of the PEAS Pod - joining a small team who are extremely effective, proactive, supportive and values aligned
- Collaborative cross-organisation working style - enables employees to develop skills and knowledge outside of their core role
- Flexible working – Typical flexible working options can include working from home and/or flexible hours and we are open to discuss any possible flexible options with employees.
- Annual leave - 28 days for full-time employees, pro-rata for part-time plus bank holidays
- Pension – PEAS provides employer pension contributions, either through a private pension scheme or national pension school (depending on location).

Responsibilities of the Role



MEL framework, workplan, tools, and progress mapping

- Support the development and timely implementation of MEL workplans in all countries of operation in relation to system strengthening;
- Review and guide in the development and roll out of MEL tools and processes for data collection. This will include work with PEAS Data Developer to roll out the PEAS Real Time Learning tool across all country teams;
- Provide quality assurance to ensure validity, reliability, and integrity of data gathered;
- Ensure targets developed are realistic and appropriate, track progress against indicators throughout the year, ensure teams are regularly updated on progress against targets.
- Consult with programmes teams in the development of Theories of Change.

Use of data and results to aid learning and decision making

- Strengthen availability and use of high-quality data for decision-making at all levels of the organisation, including through creations of data analysis templates;
- Quality assure data analysis conducted by country MEL teams, and conduct data analysis for ad hoc special projects;
- Act as the global quality assurance lead for analysis on PEAS' partner schools; support and quality assure data analysis and identify key findings to share with colleagues and external stakeholders.

Internal communications and capacity building

- Provide professional development support to MEL colleagues globally;
- Act as the focal point between PEAS country MEL teams and Global Technical Team in relation to PEAS partner schools;
- Support other teams, including the Business Development and Thought Leadership with qualitative and quantitative data for external communications purposes.

Fulfilment of PEAS' external partner commitments, including evaluation and reporting

- Support Impact and Learning Lead and country teams in coordination of research and external evaluations, including the USAID funded RCT in Uganda;
- Input into reports and proposals, and support the teams in ensuring MEL reporting commitments are fulfilled to a high standard.
- Liaise directly with key funders, such as FCDO, in MEL related grant queries;
- Support PEAS in other MEL related priorities where necessary

Learning and Knowledge Management

- Facilitate cross-country learning exchange, including through coordinating MEL Global calls, bringing together all MEL team members across PEAS countries of operation for sharing learning;
- Promote a culture of learning through supporting regular learning sessions, workshops, and reflective practices across Systems Strengthening teams to ensure integration of MEL insights into programmatic strategies.
- Design and develop learning products, such as case studies, learning briefs, presentations and reports, for internal and external audiences.
- Lead efforts to document and disseminate best practices and lessons learned in relation to PEAS system strengthening programme, ensuring that learning is accessible and actionable for all relevant stakeholders.

The above list provides a framework of responsibilities but should not be viewed as a definitive list, there may be other reasonable responsibilities required aligned to the role.

Who we are looking for



Has

- ✓ Minimum of 5 years' experience in a data analyst or MEL related role
- ✓ BA/BSc in relevant field
- ✓ Experience designing and delivery MEL frameworks
- ✓ Excellent data-handling and analysis skills, including advanced Excel skills
- ✓ Strong attention to detail
- ✓ Flexibility and ability to adapt priorities in response to emerging team needs
- ✓ Strong team working skills
- ✓ Excellent writing, communication and presentation skills
- ✓ Alignment with PEAS values

Can

- ✓ Present data analysis in concise and compelling formats
- ✓ Work on own initiative and solve problems
- ✓ Work across multiple projects and prioritise workload to meet deadlines

Desired

- ✓ Experience/skills in use of PowerQuery; Kobo; VBA
- ✓ Experience working in the education sector
- ✓ Relevant post-graduate qualification
- ✓ Experience working at a global or regional level
- ✓ Experience working at a strategic level to support decision-making
- ✓ Experience in supporting internal and external research/evaluations

Should be

- ✓ Values aligned and passionate about improving the life chances of all children through educational opportunity.
- ✓ Collaborative not competitive - interpersonal and communication skills to build relationships with peers across multiple departments across multiple countries of operation
- ✓ Entrepreneurial, challenging the status quo of 'this is how things are done' and be open and proactive to find solutions and trying new ideas to deliver impact
- ✓ Adaptable, approaching uncertainty with positivity and resilience
- ✓ Egoless – prepared to get stuck in

How to apply

To apply, please click on the link [here](#) to complete the application form and please separately email your CV stating your full name to recruitment@peas.org.uk. The closing date for **ALL** applications is **Friday 27th September 2024 at 23:59 UK time**.

We will review and shortlist applications on a rolling basis and may close the application process sooner than the date specified should we receive a high number of suitable candidates.

We are committed to ensuring our opportunities are accessible to all, so if there is any way that we can support you to be the best you can be in the recruitment process, please do get in touch by e-mail on info@peas.org.uk.

We welcome all applicants and will always treat every application fairly based on merit.

As an organisation working to expand equitable access with a strong focus on girls' and one whose DEI approach is prioritising increasing gender parity in leadership roles, we strongly encourage applications from **female candidates**.

Our values



Focus on Lasting Change

Our work should benefit students and communities now and for generations to come. So sustainability is core to everything we do. We consider the wider consequences of what we do, because what matters is maximum long term impact across society.



Be Honest

Trust and integrity are everything. We are transparent about our impact and programmes. We don't support corruption. We don't pay bribes. We don't receive bribes.



Be Collaborative not Competitive

We put true impact before personal or organisational glory. We collaborate within and beyond the organisation to maximise collective impact.



Be Entrepreneurial

PEAS was founded with an entrepreneurial spirit and it is embedded in who we are. We are nimble, ready to respond to new opportunities and challenges. We are not afraid of taking risks and leading the way.



Champion Empowerment

We hold each other to account. We maximise autonomy by providing high quality support to decision-makers throughout the organisation.



Adopt a Growth Mindset

We dare to be better. We continually push ourselves to improve. We appreciate and learn from mistakes which we see as a necessary side effect of striving for ever growing impact.



Look at the Evidence

Evidence can be scarce in our sector. We strive to make use of the available evidence while also contributing our own. Our decisions are based on research and data combined with our practical experience.

PEAS is highly committed to keeping children safe from harm and preventing corruption. We therefore take our responsibility to promote safe recruitment practices very seriously, including conducting appropriate reference and background checks. We also operate a zero-tolerance approach to any PEAS employees who breach our Safeguarding and Anti-Corruption Policies, which all employees are required to sign upon induction.

PEAS is an equal opportunity employer that does not discriminate in its recruitment practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.