About Hilltop Schools
Hilltop Schools is a new Liberian NGO that will work to promote children’s rights to education, health, and protection. We envision an organization of high impact and integrity. Hilltop Schools was launched to carry on the activities and mission of More Than Me following its closure. Hilltop Schools is committed to leveraging the best prior work of More Than Me with improved Liberian leadership, governance, and accountability.

Role Summary
Hilltop Schools, Inc. (HSI) seeks to retain the services of a Monitoring & Evaluation Officer (M&E) that will collect, analyze, and interpret data using statistical inference with respect to the running of schools and health programs is concerned. The M&E Officer is supervised by the Executive Director of Hilltop Schools, Inc. (HSI) who supports him/her as necessary to carry out the responsibilities of the position, as indicated below:

- Develops baseline data for each school and health sites of the program;
- Collects and collates reports from the field sites;
- Coordinates with field implementers regarding reports and M&E activities;
- Monitor and quality assurance spot checks on each school and health sites.
- Monitoring visits to implementing partners for data clarifications;
- Development of case studies to capture qualitative outputs of the programs;
- Establish infrastructure project risk management plan and the system of early warning system for all programs;
- Oversee the outputting of reports from an IMS as directed by the Executive Director.
- Performs other liaison works regarding M&E with the field implementers and other partners, and follows up important papers related to M&E;
- Performs other tasks that may be assigned from time to time by Executive Director.

Qualification, Skills & Experience
- Bachelor’s or Master’s or equivalent degree in Economics, statistics, and or social or development related studies;
- Understanding and supporting the role of communities and non-governmental sector in the responses of safety, quality education, laws and adherence to best practices;
- Ability to work under pressure; at least three years’ experience on monitoring and evaluation;
- At least one years’ experience in designing research methodology
- Excellent analytical skills; mature judgment combined with a proactive, energetic approach to problem solving.
- Excellent English language (written and spoken), and strong computer skills (Microsoft suites)

Application Process and Deadline
All interested candidates are requested to please send via email: one (1) letter of application indicating your qualifications for the post, a c.v. and at least 3 references and their contact details to the following email addresses: margretta@hilltopschools.org; careers@hilltopschools.org. Deadline for sending application letters is Monday, December 23, 2019 @ 5pm. Only short-listed candidates will be contacted.