POSITION OPENING:
Monitoring and Evaluation (M&E) and Research Specialist

The American Institutes for Research (AIR) seeks a qualified professional for the USAID-supported Girls’ Opportunities to Access Learning (GOAL) Plus Project. The ideal candidate will join a committed & dedicated team to support program implementation in Bong, Lofa and Grand Bassa counties. GOAL Plus, in its partnership with the Ministry of Education, is committed to improving girls’ enrollment, attendance, retention and completion in grades 1 through 6 of 60 selected schools. The project will implement: (1) a scholarship program to improve girls’ primary school enrollment, retention and completion, with supplemental psycho-social, health and learning support activities; (2) community grants; and (3) an outreach awareness campaign to create community support for girls’ education. The project will operate until September 2015. The open position is:

Monitoring and Evaluation (M&E) and Research Specialist

Location: Monrovia, with frequent travel to Bong, Lofa, and Grand Bassa counties

Reports to: Chief of Party

Deadline for Application: Friday, October 24, 2013

Position Summary:
The M&E and Research Specialist is responsible for leading the data and documentation efforts of the project, including implementation and use of the monitoring and evaluation system and tools, collection of data required for reporting of progress to USAID, and case study research. S/he will also contribute to research implementation overall.

Key Responsibilities:

- Manage and supervise the implementation of M&E system and research activities. This includes oversight of data collection, data entry, data quality, and analysis of data and information from the field, assuring completeness, accuracy, and timeliness.
- Maintain a project database (using Excel or other relevant software), including codebooks for all cases, access information, directions for analyses, and regular back-ups.
- Track progress towards project objectives over time; monitor compliance with M&E plan.
- Provide technical guidance and support to implementing partners in data collection and other M&E activities.
- Supervise M&E staff and local consultants.
- Prepare case studies about program initiatives.
- Compile reports and prepare and relevant sections of quarterly and annual reports and research reports for donors.
- Liaise with Senior Evaluation Specialist based in Washington, D.C. on M&E and research activities.
- Disseminate findings to senior project managers, officers, and specialists and provide feedback and guidance on priority areas.
• Maintain filing system for monthly reports and analyses in hard copy, and on hard disk and backups.
• Perform other activities, as requested by Chief of Party.

Qualifications:
• Bachelors in Education, Demography, Measurement and Evaluation, or a relevant field. Masters degree preferred.
• 3 years of progressively responsible experience in research and the monitoring and evaluation of international development projects, preferably in education and training or a related field.
• Experience in qualitative data collection and analysis methodologies and database management.
• Excellent verbal and written communication skills highly desired (a writing sample will be requested from qualified candidates)
• Flexibility and ability to consistently meet deadlines
• Acute attention to detail and strong work ethic
• Knowledge of Excel (required), including analyses and presentation
• Excellent leadership and teamwork skills
• Fluency in English

To Apply:
Interested applicants should submit their resume/CV, cover letter, and three (3) references to: goalrecruitment@goal-liberia.org and kcooper@goal-liberia.org. Please include the name of the position to which you are applying in the subject line of your email. AIR is an equal opportunity employer.