



# DIGNITAS

— dignity through education —



**Dignitas** is a leading education development organization. We use an innovative training and coaching approach to empower schools and educators in marginalized communities to transform students' opportunities. We imagine a world where schools are a vibrant place for all children to develop the skills and strength of character to thrive and succeed.

## Job Description – Learning and Evaluation Manager

---

### Background

**Reports to:** Executive Director

**Team:** Monitoring, Evaluation and Learning

**Supervises:** Learning and Evaluation Officer

### **JOB PURPOSE**

Reporting to the Executive Director, the Learning and Evaluation Manager’s role will include designing and implementing learning and evaluation frameworks to drive program efficacy and expansion. The Learning and Evaluation Manager will also supervise the Learning and Evaluation Officer, and other intermittent contractors who support data collection, input, and analysis. Finally, the Learning and Evaluation Manager will collaborate closely with other members of the senior leadership team to incorporate internal learning and education sector innovations to improve the Dignitas model and approach.

### **KEY RESPONSIBILITIES**

Key Task or Responsibility	Expected Outcomes
<p><b>1. Design and implementation of Monitoring, Evaluation, and Learning frameworks and tools to measure program efficacy and effectiveness</b></p> <ul style="list-style-type: none"><li>a) Develop program(s) Theory of Change with reference to all relevant documentation and analyses.</li><li>b) Collaborate with Programs Team to ensure program design agrees with Theory of Change</li><li>c) Develop evaluation frameworks and tools based on the Theory of Change<ul style="list-style-type: none"><li>-Ensure correlating baseline, midline, (where appropriate) and endline.</li><li>-Conduct testing/piloting of tools</li><li>-Conduct staff and research assistant training on use of tools</li><li>-Review the effectiveness of tools regularly in line with Theory of Change and Program Design</li></ul></li><li>c) Collect and analyze data according to evaluation frameworks and program design.<ul style="list-style-type: none"><li>- Manage Salesforce, Power BI, ODK, and any other technology introduced to help manage data</li><li>-Hire and manage data and research assistants as necessary, and in line with budget.</li><li>-Timely data entry and analysis to inform programming</li></ul></li></ul>	<p>Dignitas has robust systems for learning and evaluation.</p> <p>Dignitas can ensure responsive programming that significantly improves outcomes for partner schools.</p> <p>Dignitas has efficient and effective systems for data collection and management.</p>

<ul style="list-style-type: none"> <li>-Manage data storage</li> <li>-Consider alternative disaggregation and analysis of data for strategic insights.</li> </ul>	
<p><b>2. Line Management</b></p> <ul style="list-style-type: none"> <li>a) Oversee Learning and Evaluation Officer(s), offering support, ensuring role and task fulfilment, and crafting personal development goals and associated plans.</li> <li>b) Leverage the support of the Learning and Evaluation Officer(s) to see evaluation design, implementation and reporting requirements fulfilled in a timely manner.</li> <li>c) Conduct and document regular performance reviews, and escalate concerns as appropriate</li> </ul>	<p>Relevant staff are supported to excel in their work.</p>
<p><b>3. School recruitment and due diligence</b></p> <ul style="list-style-type: none"> <li>a) Map new and existing communities as necessary, and build relevant data sets that will inform program design and implementation.</li> <li>b) Develop criteria, tools, and procedures for initiating new school partnerships, in collaboration with Programs Team.</li> <li>c) Set timelines and workplans for the recruitment of Partner Schools, and School Leaders.</li> <li>d) Ensure new school partnerships are appropriately selected given program design, Dignitas' vision and values, and desired impact.</li> </ul>	<p>Dignitas is working with the right school partners, who are committed leveraging program support to transform teaching and learning.</p>
<p><b>4. Ensure evidence based program design, implementation, and reporting.</b></p> <ul style="list-style-type: none"> <li>a) Project Reporting –provide Programs Team, on agreed timelines, data and observations/recommendations that can be incorporated into program reports for both internal and external use.</li> <li>b) Set criteria for, and oversee, the internal assessment of School Leaders across programs <ul style="list-style-type: none"> <li>-Ensure quality and rigor of competency rubrics across program cohorts</li> <li>-Support norming of coaches (and any other observers) for inter-rater reliability</li> </ul> </li> <li>c) Create and manage feedback loops across and within programs to ensure program implementation is effective, efficient, and responsive as appropriate.</li> </ul>	<p>Dignitas has confidence in program design and implementation, and can report authentically to donors, partners and other stakeholders.</p>

**Other Activities**

Undertake other duties (within individual competence and capacities) necessary to support the activities of Dignitas, as and when required by line management.

**TERMS AND CONDITIONS OF SERVICE**

It is expected that all staff respect Dignitas' values which include:

- Transformation
- Learning
- Empowerment
- Sustainability
- Innovation
- Accountability

### **Candidate Profile**

#### **Qualifications:**

- Degree in Statistics, Education, Project Management or Social Science discipline
- Minimum 4-5 years' experience in evaluation design and implementation, and data collection, management and analysis
- Experience in ODK, database management, data visualization and statistical software highly preferable
- Advanced mastery of MS Excel and MS Office Suite is necessary
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders.
- Great writing, presentation and communication skills
- Preferred: Experience working in the Kenyan education sector

#### **Key skills, mindsets, and knowledge to be successful in the role include:**

- Belief that all students can achieve at the highest levels
- Conviction that all school leaders can develop and grow, and dramatically improve learning outcomes of their schools
- Self-awareness, integrity, and empathy

#### **Dignitas' work environment requires:**

- Ability to thrive in a fast-paced, highly collaborative work environment
- Willingness and ability to give and receive tough feedback
- Dedication to results-orientation

### **Work Location and Remuneration**

The candidate will be based in Nairobi but must have the ability to travel to various parts of Kenya as required (minimal). Salary is commensurate with experience and competitive with the non-profit education sector in Kenya.

### **How to Apply**

To apply for the post, please send a tailored CV and covering letter to [jobs@dignitasproject.org](mailto:jobs@dignitasproject.org), with 'Application for Learning and Evaluation Manager' in subject line.

Please note that the covering letter should be no more than two pages of A4 and should summarize your relevant skills, experience and motivations for applying and for working with us. It is, therefore, an important part of the application and will be used as part of our selection process.

If you would like a confidential, informal discussion about the role, please contact Dignitas' Executive Director at [deborah.kimathi@dignitasproject.org](mailto:deborah.kimathi@dignitasproject.org)

### **Timeline**

Advertisement: February 7<sup>th</sup>- 21<sup>st</sup>, 2020

First Round interviews: March 3<sup>rd</sup> , 2020

Candidates who are successful in the first round of interviews will be asked to complete a task for the Interview Panel. Details will be communicated in due course.