

## **JOB VACANCY**

### **Senior Monitoring, Evaluation, Accountability, Research, and Learning (MEARL) Officer at PASGR**

#### **Background**

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of women and men.

The Senior MEARL Officer will work closely with programme and finance teams and will be responsible for implementation of the MEARL Strategy, including its implementation plan and the result framework for respective programme teams and the organization as a whole. S/he will report to the Programme Manager, Research and Policy Uptake at PASGR.

#### **The Position**

We are recruiting a Senior MEARL officer to lead in gathering, interpreting, using, and communicating evidence on the impact of a growing portfolio of activities across our Programmes.

The Senior MEARL Officer leads the development, optimization, and use of PASGR's IT-based Results Management systems, specifically the Management Information System and Results Framework Dashboard. This role is responsible for improving PASGR's documentation and dissemination of results and learning. The officer also supports all evaluation activities for PASGR, ensuring strong connections between results, communication, and learning, maintaining a robust MEARL focus. Collaborating with program teams, the officer clarifies outputs and outcomes, develops and implements MEARL plans, and enhances monitoring and evaluation capacity of all staff and partners. The Senior MEARL Officer ensures Results Management IT-based systems facilitate PASGR's Theory of Change, program and project results chains, and other information for user groups, enabling effective decision-making.

#### **Responsibilities**

**The following is a summary of the key responsibilities.**

#### **Programmes Monitoring, Evaluation, Accountability & Reporting**

- Lead consolidation and write up for donor reporting, communications and other organisational needs, including IBP's organisational results framework.
- Lead in identifying priority evaluation questions and evaluation approach, including internal and external evaluations, as relevant; undertake internal assessment, and co-create and manage external evaluations, as required.
- Review and provide timely feedback on monitoring, evaluation and accountability outputs, such as inception report, draft report, and draft final report for individual evaluations.
- Ensure storage and retrieval of all monitoring, evaluation and accountability reports within PASGR management information system.

- Prepare monthly MEARL update reports, regular implementation reports and analyses as required, and produce different analytical tables corresponding to reporting and MEARL requirements.
- Administer all databases used for MEARL.

### **Managing the Results Framework**

- Development and maintenance of PASGR's organisational results framework, ensuring alignment with programme results frameworks and monitoring processes ensuring they are relevant, robust, and serve the informational needs of the programmes.
- Lead in systems tracking and reporting of progress in the PASGR Results Framework and Results Dashboard.

### **Strategic Planning and Management**

- Lead in evidence-based strategy development processes, including programme design, theory of change, and programme logical framework updated as needed on the basis of emerging evidence.
- Facilitate the continual review and implementation of strategic planning, MEARL frameworks, approaches, and annual plans with programme leadership, staff and partners.
- Lead in developing and reviewing appropriate MEARL methodologies, tools and processes to align with PASGR's strategic plan.
- , develop and maintain networks with all programmes in relation to measuring the results in conjunction with the policy engagement and communication outreach team and sharing information from lessons and solutions.
- Contribute to MEARL capacity building for PASGR's staff and partners, including support and coordination of a MEARL community of practice to enable shared exploration and strengthening of tools, practices and processes.

### **Management Information System (MIS) & Database maintenance**

- Provide guidance to the system developers so that the MIS is adapted to the technical requirements and user needs of PASGR.
- Lead in developing and implementing strategies for getting all the data necessary and ensuring that it is uploaded into the database system and kept up to date.
- Produce quarterly periodic reports to be used for strategic decision making within PASGR by senior management teams.
- Lead in the development and implementation of capacity building and coaching activities for all users so that their capacity in using the system is maximised.
- Ensure the Results Dashboard is adapted to the technical requirements and user needs of PASGR.
- Develop and present quarterly reports on PASGR targets and results derived from the results meter on a quarterly basis.
- Develop specific strategic reports for the Board and donors.

## **Learning, Engagements and Communication**

- Priority learning questions and learning approach, including annual (or as needed) review and reflection spaces, and agreed upon learning products; support programme staff to create a participatory learning culture actively involving partners and other relevant stakeholders.
- Contribute to effective knowledge management practices and systems, ensuring alignment and compatibility with all programs, as well as fundraising and communications priorities.
- Support (as relevant) organisational assessments, evidence reviews, learning syntheses or other evidence generating processes or products.
- Facilitate evidence gathering and learning processes that address programme priorities and enable strategic and adaptive management, as well as documentation and sharing of progress and lessons with PASGR's and external audiences, including funders.

## **Resource Mobilization**

- Support the development of evidence-based funding proposals by providing relevant data, impact metrics and learning insights.
- Identify and pursue funding opportunities aligned with organizational priorities, including grants, partnerships and donor prospects.
- Contribute to the development of compelling fundraising materials (proposals, concept notes, pitch decks) in collaboration with program and partnerships team.
- Support the planning and execution of fundraising initiatives, campaigns and events.

## **Other Responsibilities**

- Participate in and facilitate meetings and spaces for staff to coordinate and co-create tools, practices, processes, and evidence.
- Participate in team and organisational planning and retreats, annual personnel reviews.
- Support an organisational culture that aligns with PASGR's principles.
- As assigned by the Executive Director

## **Academic and Professional Qualifications**

- Advanced degree, preferably Masters' degree or PhD in Social Sciences.
- Formal training and certification in monitoring and evaluation systems, approaches and methodologies.

## **Work Experience**

- Minimum 8 years of experience in developing, implementing and managing MEARL frameworks and systems for governance, advocacy, or development organisations and multi-country programmes is required.
- Minimum 8 years of experience in project management and in managing monitoring and evaluation systems and teams on large development programmes, including sound knowledge of different monitoring and evaluation approaches and methods, their strengths and weaknesses.
- Experience in developing clear outcomes, indicators and measurement plans and in developing and using evaluation tools such as questionnaires, interview guides and

assessment rubrics, and demonstrated experience in designing and delivering training based on adult learning methods are essential.

- Field experience with data collection and implementing programme MEARL strongly preferred.
- Demonstrated experience with MEARL (including appropriate tools and methodologies) for complex, politically informed and adaptive programming is required.
- Familiarity with data (quantitative and qualitative) analytics (e.g., STATA, R, Atlas, Nvivo, etc), survey tools (KOBO, Survey CTO, CSO Pro etc), database software (e.g., Power BI, Ms Access) and data visualization software is required.

### **Additional Skills**

- Strong ability to find innovative and practical solutions to complex problems.
- Proven ability to work as a change agent within a programme, identify and implement innovative solutions to overcome resistance to MEARL approaches.
- Excellent conceptual and analytical skills, including ability to do aggregate analysis, develop accurate interpretations and draw conclusions from information.
- Excellent oral and written communication skills in English and Swahili with proficiency in conveying complex and technical processes and ideas to diverse audiences. Fluency in French is a plus.
- Strong facilitation skills and demonstrated ability to work collaboratively with diverse individuals, teams and cultures is required. Demonstrable capability to communicate technical information to non-experts is essential.
- Good networking, interpersonal and relationship building skills and demonstrated ability to work constructively with people from different professional disciplines and personal backgrounds.
- Curious individual with ability to work both independently and collaboratively, and to seek assistance with projects as required.
- Attention to detail and strong organisational and critical thinking skills.
- The ability to thrive in a role with a great deal of autonomy in an environment that is highly collaborative, communicative, and team oriented. An interest in continuous learning and professional growth is desirable.
- Commitment to the PASGR's mission and values.

### **Application process**

Interested candidates for the role are required to submit a formal application for this position. All applications should include:

- a) A cover letter explaining their interest in the position, and relevant experience.
- b) A CV/resume, demonstrating relevant experience and including contact information (maximum 5 pages).

Applications should be submitted with the subject clearly indicating "SME/RP/2026: Senior Monitoring Evaluation Accountability Results and Learning (MEARL) Officer" by no later than Friday, 22<sup>nd</sup> May 2026, 5.00p.m. EAT to [recruitment@pasgr.org](mailto:recruitment@pasgr.org).

NB: Only shortlisted candidates will be contacted for interviews.

***PASGR is an equal opportunity employer.***