

## **Job Profile Monitoring & Evaluation (M&E) Officer for the Teacher Training Program, Cameroon**

**Title: Monitoring & Evaluation (M&E) Officer, Teacher Training Program, Cameroon**

**Reports to:** Director AIMS Teacher Training Program

**Direct Reports:** None

**Status:** Full Time

**Duty Station:** Yaoundé, Cameroon

### **Overview**

The Teacher Training Program (TTP) Cameroon is a five-year blended (face-to-face and online) training program that aims to enhance the capacity of secondary school teachers (in-service and pre-service) in the teaching of mathematics. The program works jointly with the Ministry of Secondary Education (MINESEC) and the Ministry of Higher Education (MINESUP), and focuses on capacity building through training, the establishment of a nationwide Community of Practice, and an awards and recognition program with sponsors and partners in the private sector.

With oversight from the TTP Program Coordinator and technical guidance from the Monitoring, Evaluation, Research and Learning (MERL) Division, the M&E Officer monitors data collection activities as well as performs primary data analysis to inform the greater TTP Program M&E framework and AIMS-NEI organizational framework. Responsible for performance measurement and knowledge management functions of the Program, including planning, designing and implementing M&E activities. This will involve assisting with the establishment of a rigorous M&E system for TTP Cameroon, ensuring timely collection, analysis and dissemination of data and information for continuous learning and improvement, and ensuring that the system is incorporated into all aspects of the program.

### **Responsibilities**

#### **1. Program M&E – Design and implementation**

- a) Design and oversee the implementation of data collection tools for the Program ensuring collection of accurate and timely data that is gender disaggregated and meets the Program's information needs
- b) Undertake primary data analysis
- c) Lead Program information and knowledge management activities
- d) Develop and update key documents and tools such as the results framework and reporting templates
- e) Coordinate development of Program reports to align and comply with the reporting requirements and donor agreements

#### **2. Training**

- a) Build the capacity of Program team in M&E and the use of data collection tools
- b) Assist in the capacity building of the teachers in the use of ICT in general and when possible for mathematics education.



### Competencies & Other Requirements

The successful candidate will have:

- a) A minimum of a Master's degree in a field related to development education, economics, Mathematics, information and communication technology, international development, project management, monitoring and evaluation or social sciences.
- b) A good understanding of mathematics and mathematics education. A PhD in mathematics or in mathematics education in addition will be an added advantage.
- c) A minimum of 4 years' professional experience with at least 2 years' hands-on experience managing and or conducting monitoring, evaluation or research preferably in education sector
- d) Ability to apply evaluation tools and techniques in diverse situations and scenarios
- e) Experience in project development and implementation
- f) Effective facilitation and communication skills in English and French, both oral and written
- g) Superior report writing skills
- h) Ability to develop and implement training resources in MERL
- i) Ability to provide solutions and inspire teams to learn and improve
- j) Ability to set and achieve clear objectives and deadlines
- k) Strong interpersonal skills and the ability to effectively work in multicultural teams
- l) Working knowledge of Microsoft Office Suite including Excel, PowerPoint, Word and internet and cloud based applications (Skype, Dropbox, SharePoint, G-Drive etc.)
- m) Expert data management skills, both qualitative and quantitative including using Excel, SPSS, SAS or other related data management and analysis software
- n) Appreciation of or a training in gender equity and equality will be important
- o) A good understanding of the key trends and emerging issues in the fields of education, especially STEM and youth development in Africa
- p) Experience working in an NGO is an added advantage
- q) Highly qualified, experienced and fully bilingual secondary school mathematics teachers with good knowledge of M&E and good mastering of the use of ICT for mathematics education are also encouraged to apply.

### Working Conditions

- a) Main working place based in the Ecole Normale Supérieure, Yaounde
- b) Provide M&E Support to the Taught Master and Research Programs based in Limbe.
- c) Extensive travel within Cameroon
- d) Ability to tolerate working hours outside the normal work schedule

### Are you ready to be a part of the transformation of mathematics education in Cameroon?

Submit your letter of motivation, including salary expectations together with a detailed CV to:  
**careers@aims-cameroon.org** (Please quote "M&E Officer, TTP-CAM" in the subject line).

Applications will be accepted until **September 15, 2019**.

Should no feedback be received from AIMS within four weeks of your submission, kindly accept that your application will not be further pursued. AIMS reserves the right not to make an appointment at its sole discretion. AIMS-NEI is an equal opportunity employer.