



EWB Long Term Fellowship Monitoring and Evaluation Officer - Africa Internship Academy

Role: Monitoring and Evaluation Officer

Venture: Africa Internship Africa

Website: www.africainternshipacademy.com

Location: Accra, Ghana

Start Date: Training beginning May 7th 2018, departure for placement May 27th

Duration: 3 weeks of training in Toronto, 12 months in Ghana

About Engineers Without Borders Canada (EWB)

Engineers Without Borders Canada (EWB) is a Canadian NGO that invests in people and ventures to create a thriving and sustainable world. Bolstered by its network of 40 chapters and 1300 members, EWB provides seed funding, talent and mentorship to social enterprises throughout Sub-Saharan Africa. For more information on EWB, visit <http://ewb.ca>.

About the EWB Fellows Program

The EWB Fellows Program exists to develop a cadre of Systems Change Leaders by equipping them with the opportunities, competencies and skills needed to build a more thriving and sustainable world. Every year we recruit 25-30 outstanding people for the 12-month Fellowship, placing successful candidates in one of our early-stage Ventures located throughout Sub-Saharan Africa. This Fellowship opportunity is with Africa Internship Academy (AIA) and is based in Accra, Ghana.

About Africa Internship Academy

Africa Internship Academy (AIA) is a self-sustaining social enterprise that prepares students and connects them to leading African employers with diverse qualified talents. We help candidates launch their careers by equipping them with intensive employable skills and also partnering with businesses/institutions to develop or enhance their diversity recruitment and inclusion strategies.

About the Role

One of the core missions of Africa Internship Academy (AIA) is keeping close contact with Fellows to track their career progress. AIA is committed to a robust Monitoring and Evaluation (M&E) strategy to measure the impact of our internship program on interns, and how they in turn



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are impacting the organizations they work with. The AIA team is looking for a Monitoring & Evaluation Officer who will be responsible for managing the M&E portfolio. The Monitoring & Evaluation Officer will be based in Accra and will work in close collaboration with the Programs Manager.

Your responsibilities will include:

- Build an effective M&E strategy, designing M&E tools, gathering and analyzing data on youth unemployment
- Assist in building a database of Fellows and devise a strategy to communicate with them
- Assist in gathering Fellow stories for testimonials
- Provide feedback to the Program Manager on project strategies and activities
- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Collect data on a regular basis to measure achievement against the performance indicators.
- Support project progress reporting

This job will also require you to:

- Work with the other team members in order to develop and implement better fundraising strategies;
- Be able and willing to do a diverse set of tasks, applying skills across disciplines;
- Have a drive and passion for working with small business that are impact-focused;
- Willing to take risks in order to achieve something new and exciting;
- Have an open mind, be creative, have fun and enjoy new experiences

Sound exciting? Here's who we are looking for.

Skills & Qualifications

- Undergraduate degree in related field required
- Strong written and verbal communication skills
- Demonstrated familiarity with the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies
- Experience developing and implementing surveys



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- Experience developing and refining data collection tools
- Basic ICT skills, especially in the development of MIS software using database software
- Hard working and passionate about social change
- Able to work with a diverse team in a young, dynamic environment
- Previous work experience in a startup environment or supporting youth an asset

Please note: You must be a Canadian citizen, permanent resident, or landed immigrant in order to apply. No exceptions.

Compensation

All costs relating to the placement are either paid for directly by EWB (airfare, insurance, vaccinations, trainings) or indirectly through a living stipend, which covers food, living expenses, local travel, etc. Fellows also receive an honorarium that can be used to assist with repatriation costs that is provided after completion of 12 month contract. The stipend covers basic living expenses for a modest lifestyle in your placement country. It is not likely that you will be able to use the stipend to cover previous expenses (ex. student loans). However, EWB will do its best to support you in extending the non-repayment period on student loans if necessary.

Additionally, EWB offers a range of benefits including insurance, a settlement allowance, professional development opportunities, and more.

Application Instructions

Submitting your application for the EWB Fellowship involves two steps:

Step 1: Under the subject line “Monitoring and Evaluation Officer - AIA”, submit your CV/Resume to ltfrecruitment@ewb.ca.

Step 2: Complete the [following online application form](#).

We **highly encourage** applicants to apply for more than one role as this is a highly competitive program. If you would like to submit your candidacy to more than one role, please fill out separate forms.

Applications will be reviewed, and interviews scheduled on a rolling basis, so please submit your application as soon as possible. If the posting is still on our website, consider the role available.

For further detail about EWB, please refer to our [website](#).