

JOB POSTING – Monitoring, Evaluation, and Learning Assistant

Organization:	Right To Play Country Burundi
Department/Division:	Monitoring, Evaluation, and Learning
Work Location:	Bujumbura Mairie, Burundi
Authorized to work in:	Burundi (Eligible to work legally without requiring sponsorship or work permit)
Target Start Date:	March 1, 2024
Application Closing Date:	February 2, 2024

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

Monitoring, Evaluation and Learning Assistant will report directly to MEL Officer O but will also receive support from, and regularly communicate with the Project Officer to obtain assistance with technical aspects of all M&E activities (e.g. Identifying and preparing participants for samples, testing and translating data collection tools, liaising with schools/communities to secure time/space, ensure activities according to PMF, etc).



WHAT YOU'LL DO:

#1: Monitoring & Evaluation (95% of Time):

- Assist in monthly and quarterly primary and secondary data collection based on the set log frame for sharing with the CO level.
- Assist in Implementing qualitative (e.g. Focus groups, interviews, child observations, etc.) and quantitative (e.g. Surveys, observation sheet) tools to collect data with children, youth, Leaders, parents, partners and other stakeholders.
- Assist access to, and retrieval of, secondary data (e.g., Coaches, youth cohort records, community-level statistics, etc.).
- Assist in planning for baseline, mid-term and final evaluation of project.
- Check data to ensure accuracy in data collection and data entry (e.g. conduct 'data audits').
- Develop and submit output reports of project to the respective Project Officer and Monitoring, Evaluation and Learning Officer.
- Support the training of data collection enumerators (e.g. supervisors, Coaches, youth leaders and partner staff) on data collection tools and processes and, when required, provide MEL workshops to project staff, partners and other stakeholders.
- Develop summary materials and deliver presentations on M&E findings to staff, partners, beneficiaries, and/or other stakeholders.
- Share MEL best practices, lessons learned and other insights with respective Project Officer and Monitoring, Evaluation and Learning Officer.
- Maintain regular communications with and provide other support to the MELO. Conduct regular field MEL support visits and share key finding with project team (PO, PC) and MELO.
- Check data to ensure accuracy in data collection and data entry at project level.
- Ensure data storage is in line with RTP standards (e.g. regarding confidentiality, etc).

#2: Other Tasks as Assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

- Minimum Bachelor degree in social science/ development studies or related field.
- Training in Monitoring and Evaluation will be an asset.



EXPERIENCE:

- Minimum 2 years practical experience of handling, monitoring and evaluation activities.
- Experience managing data sets (e.g. Coordinating data entry, ensuring data quality, managing data confidential storage, etc).

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to work appropriately with a variety of populations and stakeholders, including children, youth, Coaches, parents, teachers and school administrators, government, and other partners. Strong cross-cultural skills and cultural sensitivity.

KNOWLEDGE/SKILLS:

- Understanding of quantitative and qualitative research approaches and best practices, and of child-friendly data collection methods.
- Strong computer skills (MS Office proficiency, especially in MS Excel).

LANGUAGES:

- Fluency in spoken and written English, French, and Kirundi.

BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience conducting data collection with children.
- Experience identifying program implications and recommendations from data findings.

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits



Phone: 22 27 36 27



Address: 3 Avenue Juru, Q.Gasekebuye, Bujumbura Mairie, Burundi



Website: righttoplay.com



RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.

- Flexible work arrangements (e.g. work from home and flex hours)
- 20 days annual leave
- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/161430-mel-assistant-bujumbura-jan-2024-burundi/671631-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



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