



President's Young Professionals Program (PYPP) **Vacancy Announcement (re-advertised)**

PYPP is currently recruiting for one staff position, detailed below:

Position Title: Monitoring Evaluation & Learning Associate

Reporting To: Executive Director

Location: Monrovia, Liberia

Employment Period: (Close-ended) 3-month (October 2021 to December 31, 2021 with possibility of 2 years renewal)

Language Requirement: English

Closing Date: September 27, 2021

*Interested applicants should submit an application package consisting of (i). resume (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details of three referees, (ii). cover Letter explaining why you feel you should be considered for this post and (iii) 3 letters of recommendations including one (1) from previous employer. Applications should be addressed and emailed to: Hh K. Zaizay, Executive Director, President's Young Professionals Program (PYPP), Airfield New Road, Adjacent Sharks Entertainment Center Junction, Sinkor, Monrovia at zaizayhh@gmail.com Also, indicate in the email subject heading, the position you're applying for. Deadline for the submission of application: **Monday, September 27, 2021**. Applications will be reviewed on a rolling basis.*

Background

The President's Young Professionals Program (PYPP) of Liberia is a youth capacity organization that recruits and places recent Liberian college graduates in critical government and private sector roles, and provides them with training and mentorship through a 2-year fellowship. PYPP is a non-governmental organization and stands as one of Africa's most competitive model for youth public service leadership development. Since 2009, PYPP has supported Liberia's civil service capacity through its Fellows (President's Young Professionals - PYPs) who have helped accelerate a government-level shift towards the values of strong leadership, transparency, and meritocracy - all of which will strengthen the country's public and private sectors capacity for decades to come.

Overall responsibility

The Monitoring Evaluation & Learning Associate will have three main roles:

1. Lead and develop key performance monitoring and evaluation indicators and tools; and institutionalized learning and adaptation for the PYPP;
2. Provide leadership, guidance, and overall direction on the planning and implementation of monitoring, evaluation and learning activities for PYPP;

3. Conduct training and coaching with PYPP staff and IPs on various M&E topics. He/she will be the first point of contact to understand Donors' and IPs' needs and relay the insight to the PYPP team; lead the execution of the PYPP ME&L strategy.

Specific responsibilities

Monitoring & Evaluation

- Develop and lead the implementation of a M&E strategy to ensure the achievement of PYPP goals and objectives;
- Lead Data Quality Assessments (DQAs).
Provide support for:
 - Review of current planning documents.
 - Identification of Assessment Areas with Donors.
 - Creation of an Evaluation Plan to be integrated into the PYPP reporting process.
 - Needs Assessment on Performance Management for PYPP's Mission.
 - Development of Performance Management & Evaluation strategy.
 - Provision of reports to donors and partners upon request.
 - Deployment of Performance Management Specialists for site visits.
- Provide input for:**
 - Annual knowledge-sharing event.
 - Development of online Knowledge Management (KM) portal.
 - Creation of real-time data visualization and reports for donors and partners.

Learning

- Develop and lead the implementation of a learning strategy to ensure the achievement of PYPP goals and objectives;
- Preparation of formal and information learning and review events that affect program design and delivery, and other learning events with PYPP and stakeholders;
- Monitor the implementation of work plans to ensure that all required tasks are completed and that expected results are achieved;
- Support the development and implementation of capacity building and other participatory activities for PYPP staff that serve to broaden the knowledge and practice of effective M&E activities.
- Creation of a learning schedule;

Selection Criteria:

- **Education:** A Bachelor's degree from a recognized university;
- **Work experience:** Minimum 5 years of relevant work experience with demonstrated direct experience in project monitoring, evaluation & learning;
- **Drive for results:** Able to take personal ownership and accountability to meet deadlines and achieve agreed-upon results;
- **Problem-solving:** Strong problem-solving skills;
- **Time-management:** High levels of energy, initiative and flexibility in quickly adjusting to changing work program requirements. Ability to juggle numerous competing demands and priorities, respond quickly to internal and external requests, and set priorities for self and others;
- **Communication:** Excellent written and oral communication skills in English is essential;
- **Interpersonal:** Strong interpersonal skills with proven ability to work effectively and collaboratively, inspire commitment to excellence and teamwork, and to liaise tactfully as a member of a team;

- **Technical skills:** Proficiency in Word, Excel, PowerPoint, online and social media communications platforms. Experience with web design, graphic design, and web development preferred;
- **Commitment:** Commitment to PYPP's mission of building the next generation of Liberia's civil service leaders;

Signed:



Hh K. Zaizay
Executive Director