



## President's Young Professionals Program (PYPP) Vacancy Announcement

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

**Position Title:** Monitoring Evaluation & Learning Associate (MELA-2)

**Reporting To:** Deputy Director for Programs

**Location:** Monrovia, Liberia

**Employment Period:** (Close-ended) 3-month (February 2025 to April 30, 2025, with possibility of 2 years renewal)

**Language Requirement:** English

**Closing Date:** January 17, 2025

*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 and (ii). Cover Letter explaining why you feel you should be considered for this position. Applications should be addressed and emailed to: Ciata Stevens d'Almeida, Executive Director, President's Young Professionals Program (PYPP), Airfield-Sinkor New Road, Sharks Junction, Monrovia, Liberia at [apply@pyppliberia.com](mailto:apply@pyppliberia.com). Please indicate in the email subject heading, the position you're applying for. Deadline for the submission of application: **Friday, January 17, 2025**. 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 the execution of the PYPP ME&L Strategy, develop key performance monitoring and evaluation indicators and tools, and institutionalize 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; and
3. Conduct training and coaching based on understanding of donors and international partners needs to relay the insight to the rest of the team.

## Specific responsibilities

### Monitoring & Evaluation

- 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.
  - Enhance the Evaluation Plan to be integrated into the PYPP reporting process.
  - Needs Assessment on Performance Management for PYPP's Mission.
  - Strengthen the current 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 informal 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.