

Job Description

MERL Officer – Qualitative Data Analyst

Introduction:

Tostan's International MERL team in Dakar is looking for a dynamic, innovative, and motivated MERL officer to join their team. The selected candidate will be passionate about community-led research, and culturally-relevant and respectful approaches to development in Africa.



POSITION

Mission: *Assist the Tostan International Monitoring, Evaluation, Research and Learning (MERL) team with constructive leadership and technical MERL expertise*

Responsibilities:

Technical

Contribute to development of M/E indicators of community wellbeing, early child development, social norms, behavioral change, as well as others as required, and investigate alternative M/E strategies and methods to those currently in place.

Read and thoroughly analyze transcripts using accepted qualitative techniques and methodologies

Contribute reports writing to help the organization make result-based strategic decisions (including report editing).

Plan and reinforce the capacities of country teams in collection of mixed-methods data during site studies, baseline studies, interim/final evaluations and monitoring of activities.

Contribute to formative field research to further the understanding of behavioral change dynamics and how community empowerment programs contribute to those dynamics.

Support other members of Tostan International (TI) MERL in their daily tasks (for instance: analyzing data, writing reports, preparing training missions).

Collaborate with other Program colleagues in drafting and revising result and logical frameworks, and monitoring/evaluation plans for specific projects.

Manage qualitative data collection system and tools.



Management

Represent MERL Director internally and externally when necessary (meetings, conferences).

Manage complex projects, often involving multiple countries and supervision of MERL National Responsible(s)' work.

Contribute to developing MERL strategy and vision by reviewing high-level objectives, and assist TI MERL staff in achieving those objectives.

Build capacity of MERL staff at national levels.

Collaborate in assessing National Office staff needs in Monitoring, Evaluation, Research and Learning, planning, and implementing training and plan appropriate training strategies.

Be a leader and inspire others in the department. Be an example of performance and engagement with other team members. Lower internal tensions or friction through constructive and positive teamwork.

Key Qualifications and Selection Criteria:

Education:

Qualitative: Masters in Sociology, Anthropology, Psychology or a related discipline with focus on international development required. Ph.D. desirable.

Language:

Excellent command of written and spoken French or English, with very good knowledge of the other language (English or French) required, fluency desirable.

Knowledge of any other languages spoken in the countries where Tostan works is desirable.

Experience:

7 years of experience in research and/or monitoring and evaluation, especially in qualitative data management and analysis, with particular experience in West Africa. 5 years of experience for candidates who hold a Ph.D.

Candidates with prior experience working in a data driven research environment or those with experience in qualitative research on community development and on researching the links between values, practices, and behaviors will have a great advantage in the selection process.

- Characteristics:**
- Demonstrated technical competency in designing and implementing primary data collection and analysis.
 - Demonstrated experience in writing high-quality evaluation reports.
 - Experience with data analysis programs such as Nvivo, MaxQDA, Atlas.ti or similar.
 - Strong analytical skills required. Experience in engaging program staff in interpreting and learning from findings is desirable.
 - Ability to effectively coordinate multiple projects simultaneously, working well under tight time constraints and meeting deadlines with attention to detail and quality.
 - Experience in evaluating community wellbeing and/or abandonment of harmful practices and/or multidimensional human development is highly desirable.
 - Able to prioritize among different tasks and simultaneous requests.
 - Be proactive, identify department needs and begin to work toward those needs without waiting to be assigned relevant specific tasks.

Location: Tostan International head office in Dakar, Senegal

Reports to: MERL Director

HOW TO APPLY

Please send a **CV and a cover letter** via email to hr@tostan.org, with madycisse@tostan.org in copy, and “MERL Officer” in the subject line.

Deadline: 15th March 2019

Incomplete applications will not be considered.

Tostan is an equal opportunity employer. We evaluate all applicants without unlawful considerations of race, religion, age, sex, national origin, disability, or any other basis prohibited by applicable law.