



JOB DESCRIPTION

Job Title	Monitoring, Evaluation, Accountability, and Learning Assistant
Reports to	Monitoring, Evaluation, Accountability, Learning, and Knowledge Management Lead
Salary Grade	5
Contract Duration	One year (with the possibility of extension based on performance and funding availability)
Location	Remote, with an option to work from the Nairobi Office

Tax Justice Network Africa

Tax Justice Network Africa (TJNA) is a pan-African organization and member of the Global Alliance for Tax Justice (GATJ). We advocate for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilization. TJNA aims to challenge harmful tax policies and practices that favor the wealthy and those that aggravate and perpetuate inequality. Our policy influencing enables citizens and institutions to seek fair tax systems.

About the role

The Monitoring, Evaluation, Accountability, and Learning Assistant will play a crucial role in ensuring effective monitoring and evaluation of the organization's programs, contributing to learning processes, and enhancing accountability in the pursuit of tax justice across Africa.

The Assistant works closely with the Monitoring, Evaluation, Accountability, Learning, and Knowledge Management Lead and other team members across all departments.

Key Responsibilities

Monitoring and Evaluation (M&E)

1. Support the implement M&E frameworks and systems for ongoing projects.
2. Regularly support in collecting and analyzing quantitative and qualitative data that will help measure and report on project impact and outcomes.
3. Provide support for field visits and assessments to verify data and ensure the quality of information collected.

Accountability

1. Support the implementation of mechanisms for ensuring transparency and accountability in project implementation.
2. Facilitate the implementation of feedback mechanisms for project stakeholders.
3. Assist in the preparation of regular progress reports for internal and external stakeholders.

Learning

1. Support the design and implementation of a learning strategy for the organization.
2. Compile and document lessons learned from project activities to inform future program development.
3. Contribute to the dissemination of knowledge and best practices within the organization and the wider sector.

**Capacity Building**

1. Support the provision of training and support to project staff and partners on M&E processes and tools.
2. Support the identification of capacity gaps on M&E skills of team members.

Collaboration and Coordination

1. Collaborate with other departments to integrate M&E processes into program planning and implementation.
2. Support coordination with external partners, stakeholders, and donors to align reporting requirements and expectations.

Qualifications and Skills

- Bachelor's degree in a relevant field (e.g., Development Studies, Economics, Social Sciences).
- Proven experience in monitoring and evaluating development projects, preferably in the non-profit sector.
- Familiarity with tax justice issues and understanding of the African context is advantageous.
- Strong analytical and report-writing skills.
- Proficiency in relevant software tools for data analysis.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Required Competencies & Experience

- Minimum of five years of work experience in a civil society or NGO setting.
- Extensive and proven experience working with NGO networks and coalitions in Africa.
- Proven experience in leading the development and implementation of partnership and network strategies and initiatives.
- High-level interpersonal communication, analytical, and organizational skills, with the ability to undertake multiple tasks simultaneously and work with a diverse range of actors at different levels.
- Demonstrated ability to assess priorities, and work under pressure to meet deadlines with attention to detail and quality.
- Ability to work independently and collaboratively to meet deadlines.

Other experience and Knowledge

- Good oral and writing skills in English. The ability to communicate and work in French will be an added advantage.
- Willingness to travel at least 25% of the time.
- Proficiency in Microsoft Office 365.

How to Apply:

Does the role profile match your description?

Qualified and interested candidates are requested to submit their application through this link: [MEAL Assistant Application](#)

Your application should include salary expectations. Applications with no salary expectations will not be considered.



The closing date for applications is **Wednesday, 20th March 2024**. Only shortlisted candidates will be contacted.

TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities to all qualified applicants. All employment decisions are based on our organisation's needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.