Vacancy Notice

Position Title:	**Head of Evaluative Learning and Education**
Location:	**Head Office Ottawa, Program Department**
Reports To:	**Director of Programs**
Supervises:	**Gender Specialist, Literacy and Education Specialist, Consultants, and Volunteers**
Date:	**May 2021**

SUMMARY

CODE is currently developing new systems, process and tools for Evaluative Learning, in order to meet the needs of the growing organization, and addition of new projects. New methodologies for training teachers, and monitoring outcomes of their learning, then further to demonstrate the learning of children are being developed, all done through an Outcome Mapping process. CODE is looking to hire a key member of the team to support, and lead, this process and make significant and lasting impact on the organization and those we seek to support.

Under the direction of CODE's Director of Programs, the **Head of Evaluative Learning and Education** will be the lead focal point for all Evaluative Learning systems, processes, and tools, will be the primary point for all CODE technical aspects dealing with Education, Literacy, Gender, Book Development and Research. The **Head of Evaluative Learning and Education** has the responsibility for overall responsibility for leading technical and strategic development, inclusion, and implementation of all stated themes within the organization. The **Head of Evaluative Learning and Education** will work in collaboration with New Business Development and lead on technical input and programme strategy for project development and new proposals. The **Head of Evaluative Learning and Education** will serve as the key liaison between the country teams and CODE HQ in Ottawa, serving as a champion for the field for all technical issues. The **Head of Evaluative Learning and Education** will work closely with all Program Managers to monitoring program implementation, reporting, as well as pursuing program development opportunities in accordance with CODE's Strategic Plan.

CODE's programs address the severe shortage of qualified educators, drive sustainable change through system reform and put the empowerment of girls and women at the heart of CODE's programs. The **Head of Evaluative Learning and Education** is a core position within the organization towards achieving results in these areas.

MAJOR RESPONSIBILITIES

Manages and Coordinates all Education, Literacy, Gender, Book Development and Research Technical Aspects

- Coordinates the involvement of all technical volunteers and consultants working with CODE and Country Partners.
- Directly manages technical staff within the Program Department, Education and Literacy Specialist, Gender Specialist, Book Development and Research Specialist, and other specialists as required
- Responsible for leading the development of developing CODE's technical programmatic strategies for Education, Literacy, Gender, and Research
- Responsible for ensuring all technical aspects are integrated within all projects and programs
- Leads the process of technical input and strategic design for new projects from the very outset of new opportunities being identified
- In collaboration with Program Managers, develops results-based programs that comply with CODE's policies.
- Working closely with Program Managers, oversees Partners' compliance with CODE's strategies
- Overseas the processes for data collection to ensure quality and reliability of source data.
- Visits Partners and program beneficiaries during overseas missions as a means of direct monitoring of projects and to co-develop new programs.
- Captures best practices and lessons to share with CODE and its constituents, donors and supporters.
- Networks with relevant GAC desks, and other donors, research organizations, education and women's and gender equality organizations to keep informed of policies and practices related to CODE's work.

Strategic Development for CODE Programming
- Responsible for leading the process of developing the CODE Strategy, with close relations with the Executive Director and the Management Team
- Responsible for leading the process of development individual CODE Country Strategies, with close relations with the Program Managers
- Works with all relevant staff to update and report on the CODE Strategy, and review as needed

Evaluative Learning and Monitoring
- Responsible for management of CODE's Evaluative Learning systems, process and tools, including the online M&E system (LogAlto)
- Utilization of Outcome Mapping processes to show evidence of impact
- Ensures that measures of impact are linked to CODE's Strategic Plan
- Responsible for ensuring CODE key KPIs are monitored on a regular quarterly basis
- Works closely with the Program Managers to ensure day to day monitoring of outputs are being followed and recorded
- Responsible for the development of Evaluative Learning strategies for all projects and programs, with support from the Program Managers

Contributes to effective management and functioning of CODE
- Works with members of the Fund Development and Marketing department, Finance department and Executive office to prepare proposals and reports to CODE's individual and institutional donors.
- Writes blogs, articles and other communications pieces for CODE's website, Annual report, newsletters and other communication materials.
- Participates in CODE's staff meetings and represents CODE at relevant meetings, conferences and other fora.
- Performs administrative duties consistent with CODE's corporate policies and practices.

POSITION QUALIFICATIONS
Essential:
- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- Commitment to girls and women's rights and understanding of integrating gender equality in development initiatives
- Advanced degree in international development, education or a related field.
- Minimum 15 years of experience working on international development programming (preferably in education and in Africa)
- Knowledge and use of online M&E tools, systems, and software
- Extensive knowledge of Outcome Mapping processes and tools
- Extensive knowledge and experience of developing organizational strategies
- Extensive knowledge and experience in developing new projects and programs
- Strong English-language writing skills with experience in proposal and report writing.
- Excellent interpersonal, problem solving and communication skills
- Demonstrated ability to get things done
- Flexibility, with a strong work ethic to accommodate high levels of responsibility and multiple priorities
- Strong work ethic and be able to work as part of a team and independently
- Ability to travel internationally (up to 3 weeks consecutively) 2-4 times per year
- Authorized to work in Canada

Desired
- Experience with literacy programs in developing country contexts
- Knowledge of teacher education
- Experience living and/or working in a developing context
- Experience working on Global Affairs Canada funded projects

Deadline for applications: <u>Wednesday, May 19, 2021</u> – *applications will be reviewed on a rolling basis.*
Please send cover letter and CV to https://codecan.applicantstack.com/x/detail/a2h8bz70ocy0?preview=1

Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls.
CODE is an equal opportunity employer. Candidates should be legally entitled to work in Canada.
For more information about CODE, visit www.code.ngo.