

- Do you think that you are innovative and pro-active?
- Are you different or extraordinary than others?
- Do you want to make a big impact in the lives of young people in Sierra Leone and contributes to nation building?

If your answer is yes, then we have an exciting and challenging opportunities for you. Come forward and take the challenge.

We are Sensi Tech Innovation Hub Center in Sierra Leone, building a technology innovation community in Sierra Leone that will drive economic and social development through providing an open and stimulating community hub for young technologists and entrepreneurs to come together, develop their ideas and access cutting-edge tech, events, incubation programmes, networking, training and jobs. Our mission is to create an open community space where technology and entrepreneurship intersect, to help build the next generation of innovative solutions and businesses in Sierra Leone.

We strive to represent the next generation of agents of this change. Sensi is built on a highly collaborative and community driven model. We facilitate the mentoring, skilling, generation of, and exposure to novel ideas needed to foster a more innovative, technological, business and community driven solutions to the livelihoods challenges faced in Sierra Leone. Our approach is to always learn and evolve, so that we can constantly improve in the area we work in, and create impact.

Currently we are looking to recruit for the following position:

**Position title:** M&E Manager  
**Category:** Consultancy Contract Position (6 months)  
**Reports to:** Hub Manager  
**Business:** Sensi Tech Hub  
**Location:** Freetown Sierra Leone

The selected candidate will work with Sensi Tech Innovation Hub Center team. The post holder will be responsible to provide various functional support to the implementation of the Centre programme activities in Freetown and other operational areas. They will have to participate in all key decisions relating to their work situations and analysis and play a

strategic role in the development and implementation of Centre project and grants activities, data collection, inputting and processing as maybe required.

### **Purpose**

In support of Sensi's Firestarter Fund and other programme, the M&E manager will provide expert support to Monitoring and Evaluation work in the organisation. Working alongside Sensi's program teams, the Director and Hub manager, the M&E Manager will manage the development and implementation of high quality and appropriate M&E and learning processes, that uphold Sensi's reputation as a strong critically reflective and analytical organisation. Due to the small nature of the team, the M&E Manger will also be expected to provide direct M&E support to programme staff; you will also lead on the development of consultancy support services in M&E.

### **Key Responsibilities**

- **Manage and Support M&E and learning activities**
  - Manage and support the monitoring and evaluation of Sensi's programmes
  - Communicate learning for internal and external audiences
  - Manage M&E work plans and budget and ensure relevant log frame milestones and annual expenditure are achieved.
  - Coordinate annual planning of M&E work and budget in conjunction with programme teams
- **Manage and Support M&E processes and systems with programme teams as well as providing M&E support to programme teams directly as required**
  - Develop M&E & learning components for new programme proposals, including M&E budgets
  - Support critical thinking and learning processes such as reflection and review processes, ToC development and clarification, use of project planning questions
  - Manage relationships between M&E staff and programme teams
- **Seek out and develop new M&E funding opportunities, for evaluations and other pieces of analysis work primarily within the area of capacity building in research communications.**
- **Actively manage staff performance, development and collegiality, addressing issues appropriately as they arise**
- **Consultants**
  - Supervise and coordinate the work of the M&E consultant(s) and identify new

expertise.

### **General**

- Support Sensi in strategic thinking, reflection and learning
- Contribute to the overall development of the Sensi programme strategy, including actively identifying opportunities for collaboration with other programme areas.
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work.
- Any other responsibilities as may reasonably be required from time to time.

### **Skills**

- Good level of proficiency in Windows Excel and quantitative analysis
- Experience in program design and M&E plan development
- Ability to design M&E tools, surveys, surveillance systems, and evaluations
- Demonstrated ability to train and build capacity of others
- Strong interpersonal skills and managerial capacity

### **Qualifications and Experience**

- Bachelor's Degree in Administration, Information Management, Project Management, Engineering, Finance or other relevant academic background (essential), Master's Degree (desirable)
- At least 5 years of relevant work experience (essential), background in a consulting role (desirable)
- 3 to 5 years of Monitoring and Evaluation experience (essential)
- 1 to 2 years Financial or budget management – ability to put together a budget and to follow up on expenses, track grant disbursements (essential)
- Capacity to produce high-quality briefs and reports in English.

### **Salary/Benefits**

To be determined based on experience.