

**Director – Monitoring, Evaluation and Learning**  
**Sasakawa Africa Association**  
**Location: Addis Ababa, Ethiopia**  
**Last Date: October 31, 2009**

**Sasakawa Africa Association (SAA)** is seeking an experienced Monitoring, Evaluation and Learning (ME&L) Thematic Director. This position will be based in Addis Ababa, Ethiopia. The ME&L Thematic Director will work within a matrix management system that includes a number of staff in management-related positions – the two Executive Directors (Programs and Management); the Managing Directors (MDs) of SAA and Sasakawa Africa Fund for Extension Education (SAFE); the three other Thematic Directors (TDs) for Crop Production (CP); Post-harvest and agro-processing (PHA) and Public/Private Partnerships (PPP).

**About SAA and SAFE**

The Sasakawa Africa Association was established in 1986 and registered in Geneva, Switzerland as a Swiss NGO. Its administrative headquarters are in Tokyo, Japan. SAA spearheads efforts to modernize the techniques small farmers use to produce food and help them organize to obtain credit, acquire inputs, and market their harvests more successfully.

The SAA mission is to help sub-Saharan African governments reduce poverty, enhance food security, and protect the natural resource base through the accelerated adoption of productivity enhancing agricultural technology.

The Sasakawa Fund for Extension Education (SAFE) was established in 2002 and registered in Geneva, Switzerland as a Swiss NGO. Its administrative headquarters are also in Tokyo, Japan. SAFE identifies outstanding mid-career extension workers who have strong field-level technical and leadership skills and offers them the opportunity to study for a B.Sc. or M.Sc. degree in agricultural extension. These efforts are underpinned by SAFE's work with selected African universities to reform and modernize their agricultural education programs.

SAA and SAFE have highly complementary objectives and work closely together to improve the delivery of extension services to Africa's smallholder farmers. Both organizations have Managing Directors who serve as Chief Operating Officers responsible for day-to-day implementation of their Board approved programs of work. The two organizations have overlapping Boards of Trustees. Board oversight of both organizations is exercised on a continuous basis by two Executive Directors, one focused on programmatic matters and the other on management-related issues. These EDs are full members of the SAA and SAFE Boards. For more information, go to [www.saa-tokyo.org](http://www.saa-tokyo.org).

In its hiring practices and work environment, SAA-SAFE seeks to encourage diversity and does not discriminate on the basis of gender, race, color, religion, nationality, political affiliation, age or sexual orientation.

### **Primary Role and Responsibilities/Scope of Work**

While the specific responsibilities of the ME&L Program Director will largely depend on the prevailing operational environment, his/her role in the organization entails a generic set of responsibilities. These include:

1. Provide leadership and guidance for the ME&L of SAA-SAFE programs and programmatic objectives, and work closely with the Management Team and Managing Director to ensure quality of design and analysis of monitoring and impact assessments of SAA-SAFE interventions.
2. Set up appropriate ME&L systems and tools at regional and country levels of SAA-SAFE and train ME&L Thematic Coordinators on how to efficiently use the new systems; and coordinate the SAA-SAFE ME&L activities in all SAA countries.
3. Ensure independence and objectivity in reporting the results and lessons learnt, while providing oversight of the design and management of the Management Information System (MIS) of SAA-SAFE programs at both regional and country levels.
4. Use high impartiality and transparency in leading and communicating the results of the evaluations and M&E, including publishing at scientific and international media levels.
5. Liaise with the Executive Management through the Managing Director, and lead the communication efforts of the ME&L Team, as well as taking a proactive role in the wider SAA-SAFE communication.
6. Be committed to a culture of learning on and for impact, and transmit that culture in effective and easily understandable ways to actors and SAA-SAFE staff and partners at all levels.
7. Coordinate regular monitoring of the SAA-SAFE programs and provide Quarterly Monitoring Reports to the SAA Managing Director and Executive Directors.
8. Use and promote IT skills and knowledge within SAA-SAFE and its partners for communication, publication, and advocacy efforts at different stakeholder levels.
9. Support the Management Team at SAA-SAFE in their capacity to provide routine strategic information on all SAA-SAFE operations.
10. Work with the Management Team to design systems to improve the quality and scope of routine data captured.
11. Ensure that appropriate ethical standards are maintained in all data collection, management and evaluation by SAA-SAFE.
12. Ensure that significant trends or changes in routine data are identified and discussed in management meetings, and that the Management Team and MD are fully apprised of their implications.
13. Support SAA-SAFE in disseminating key findings, lessons learned and best practices locally and internationally via conferences, presentations, and publications.
14. Organize and run internal program evaluations at regional and country levels annually, and submit a report to the SAA-SAFE Managing Directors and Executive Directors

**We are seeking a dynamic and motivated candidate who has:**

- Extensive knowledge of monitoring and evaluation principles, techniques and methods;
- Knowledge of word processing, data management, and statistical programs (e.g. MySQL, Access, STATA, SPSS, SAS, etc.);
- 10 years minimum Impact Assessment and ME&L experience, preferably in or related to agricultural development and extension in Africa;
- Understanding and skills in using ME&L and other strategic information to inform program and policy decisions;
- Strong communication skills – written and verbal;
- A PhD or Masters in Development Economics, Agricultural Economics, Social Sciences or related field;
- High level of diplomacy, communication and interpersonal skills;
- An ability and willingness to travel within the country of assignment, as well as internationally in Africa and elsewhere;
- Fluency in English, the working language of Sasakawa Africa Association, is required; French is an asset.

**How to apply:**

If you wish to apply, send **by email** an up-to-date CV and cover letter describing why you are interested and why you feel you are especially qualified for the position of ME&L Program Director. Emails should be sent to:

**Ms. Karen Bromham ([bromham@wananchi.com](mailto:bromham@wananchi.com))**

**NOTE:** SAA provides an internationally competitive salary package, is an equal opportunity employer and strongly encourages women applicants. **Closing date for applications is October 31, 2009.**