

We are making Great Things Happen.

Join Us to Make a Better World Possible

Role: Program Associate (Monitoring, Evaluation and Learning)

Reports To: Lead Program Advisor/ Ag Chief Executive

The Position:

The Program Associate (MEL) role is primarily designed to lead the evidence-based knowledge generation and impact measurement of our programs across different program areas. The incumbent will be responsible for designing, implementing, and monitoring measurement, learning, and evaluation activities for the organisation's projects. This role will collaborate with organisation wide program teams to ensure monitoring of project progress, executing detailed evaluation plans for each program; creating and implementing team learning agendas and organizing learning events; leading strategy performance management practices, routines, and reporting; developing and maintaining knowledge management practices for our team and stakeholders. This role requires a substantial level of expertise, independent and collaborative thinking, initiative and ability to work with limited or no supervision.

The Organisation:

Citizens' Commons is a citizen action organisation, committed to empowering everyday citizens to take social actions targeted at to solving small and big societal challenges using the power of community, collective action, collaboration and innovation. Through our Community Impact spaces, we provide the platform to incubate ideas, engage in community dialogue, explore policy solutions, resource emerging social entrepreneurs, civic leaders and community activists in their resolve to challenge old thinking, seek bold solutions and make great things happen. We work with youths, women and everyday citizens as well as policy makers to champion the emergence of a new Nigeria. Our work span across several issues such as democracy and rule of law, anticorruption and open government, citizen rights and public accountability, civic Engagement, social entrepreneurship and the SDGs.

Knowledge Generation and Program Management (80%)

- Lead on the impact measurement, learning, and evaluation of organisation wide projects. This includes designing, refining, and executing measurement and evaluation plans for each project as well as operationalisation of MEL plan and activities in accordance with programming objectives and goals.
- Collaborate with other PAs, grantees, and other partners to projects are effectively implemented in accordance with established projects goals.
- Facilitate use of data and research to inform decisions and strategy execution. Develop tools and processes to provide access to data, evidence, and analytics for the team; design and support data-driven learning opportunities for the team, including analysing, synthesizing, and reporting findings for impact.
- Leads the development and implementation of strong performance management routines and reporting, informed by MEL and data. Develop and maintain knowledge management practices for the organisation.
- Supports the organisation internal and external outreach, building relationships, as well as connecting stakeholders, with skills, tools and networks and events that maximises our MEL potential.
- Collaborate with relevant project teams and other stakeholders on grant prospecting, management and reporting.
- Contribute and/or produce policy briefs, blogs and related knowledge sharing materials for the consumption of community of practice, beneficiaries and stakeholders.

Others: (20%)

- Collaborate with ED/LPA and other team members for possible programming ideas business development opportunities, grant sourcing, reporting, implementation and related business development opportunities.
- Conducts training, presentations and other knowledge sharing opportunities internally and externally as required.
- Recruit and manage support interns/program assistants, relying exclusively on board, intern and volunteer talent, to support the MEL needs for the organisation.

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Mentor and develop staff using a supportive and collaborative approach on a consistent.
- Any other task as assigned by the ED/LPA.

The role will be supported by at least one intern/program assistant (or more) as need arises.

Qualifications and Requirements

- Bachelor's Degree in any field. Experience working in non-profit settings with donor funded programs is strongly desired.
- Demonstrated interest and experience in deploying data and evaluation in international development,
- Demonstrated knowledge of evaluation design and implementation, logic models, quantitative and qualitative research methods, data collection and management, and data analysis and presentation to inform internal decision making and external policy and practice.
- Strong project and relationship management skills necessary to lead projects requiring deep engagement and collaboration across internal and external partners to ensure milestones are clearly defined, progress stays on track, and deliverables meet required standards.
- Skills Required: Problem Solving / Results Orientation, Communication and Presentation, Project management, adaptability.
- Experience developing and measuring systems-change indicators.
- Proven knowledge of the international development and social impact within the context of active citizenships, social entrepreneurship and the SDGs.
- Proven ability to work as part of a team to achieve complex results under strict deadlines.
- Strong organizational skills, rigorous attention to detail, and problem-solving abilities needed to perform effectively in a demanding position.
- Proficiency in technology and productivity tools - (MS Word, Excel, internet navigation, etc.)
- Demonstrated Ability to work independently, take initiative and under minimum supervision is required.
- Demonstrable strong technical writing skills and capacity to synthesize data and high volume of information into key messages to various audiences.
- A commitment to principles of social justice and impact, within the context of the sustainable development goals.

Role Location: Abuja Nigeria

Remote Work Possible – Remote Work **Not** Possible

To Apply:

- [Please fill and application form here.](#)
- Please attach a Cover letter and Resume.
- Please visit for additional application information.
- Please note that only shortlisted applicants will be contacted.

Citizens' Commons is an equal opportunity employer.