



CALL FOR APPLICATIONS

Monitoring, Evaluation, and Learning (MEL) Officer

About ADEA

The Association for the Development of Education in Africa (ADEA) is a pan-African body, a critical voice of education in Africa, and a major platform for policy dialogue on education. ADEA's vision is "a high-quality education and training system for accelerated sustainable development of Africa." ADEA's mission therefore is to "serve as an open and flexible pan-African organization that informs and facilitates the transformation of education and training systems for resilience, human capital development, and youth empowerment in Africa." Acting as a catalyst in promoting innovative policies and practices through the pooling of ideas, experiences, learning and knowledge, ADEA's overall goal is to contribute to empowering African countries to transform schooling to meaningful learning.

About the Role

The MEL Officer will play a central role in supporting the monitoring, evaluation, and learning functions across several projects and programmes. The post holder will coordinate MEL processes, tools, and reporting across multiple initiatives.

This role is intended for a professional with strong coordination and technical expertise capable of working across a broad portfolio, managing diverse tasks, and collaborating with international partners. The MEL Officer will be expected to demonstrate initiative, attention to detail, and the ability to work effectively on programmatic matters across teams and stakeholders within and outside ADEA, while reporting to the ADEA Executive Secretary.

Duties and Responsibilities

Under the supervision of the ADEA Executive Secretary, the MEL Officer will be responsible for the following:

1. Monitoring and Evaluation

- Support the design and implementation of Monitoring and Evaluation frameworks (Theories of Change, Results Frameworks, Log frames, etc.) for the projects under ADEA's program.
- Support the development of SMART indicators at organizational and project levels, and their use in tracking performance.
- Develop and coordinate MEL tools (data collection, feedback mechanisms, and social media analytics).
- Conduct regular monitoring activities, collating and synthesizing data from multiple sources to track progress and results.
- Prepare clear, evidence-based reports (quarterly, annual, periodic or funder-specific) tailored to diverse audiences.

2. Learning and Adaptation

- Facilitate organizational learning by systematically capturing, documenting, and sharing lessons learned and best practices across projects and teams, fostering continuous improvement through joint reflection and feedback.
- Conduct regular trend analyses and produce concise internal reports that highlight key findings and emerging patterns.
- Engage with program and MEL teams to analyze and interpret data from monitoring, assessments, and evaluations, ensuring that insights inform collective decision-making, adaptive management, and advocacy efforts.
- Work with program teams to integrate learning questions and processes into project design and implementation, track the application of lessons learned for program adjustments, and strengthen organizational knowledge and learning systems

3. Research, Data Analysis and Knowledge Sharing

- Support the design and implementation of applied research and studies to generate evidence.
- Analyze data from research and studies to generate insights and evidence for decision-making.
- Contribute to the production of policy and practice briefs, reports, presentations, blogs, podcasts, and funding proposals.

4. Coordination and Support

- Liaise with internal teams and partners to contribute to quality data collection, processing, reporting, and use.
- Provide technical support and capacity strengthening to project teams in MEL design and implementation.
- Ensure proper data storage, archiving, and compliance with responsible data management standards.
- Support fundraising and proposal development with MEL inputs and evidence.

Candidate's Profile

The MEL Officer will be employed for a period of 1 year, renewable following a performance evaluation as per HR rules of the African Development Bank. He or she is expected to possess the following qualifications and experience:

- Master's degree in Evaluation, Statistics, Economics, Social Sciences, Education, Development Studies, or related field.
- Certificate in Monitoring, Evaluation, and Learning.
- 3–5 years' professional experience in MEL, programme coordination, or applied research.
- Proven ability to design and implement MEL tools and frameworks.
- Strong analytical skills with capacity to manage and interpret large datasets.
- Demonstrated experience preparing reports and presentations for diverse stakeholders.
- Ability to work independently and coordinate tasks across multiple projects simultaneously.
- Excellent communication skills, both written and oral.
- Proactive, well-organized, and adaptable; able to meet tight deadlines.

- Strong interpersonal skills and ability to work collaboratively in dispersed, multicultural teams.
- Advanced proficiency in the Microsoft Office Suite and working knowledge of information databases, digital tools, and MEL platforms.
- Ability to work effectively in both French and English

Contract Details

- Duty station: Abidjan, Côte d'Ivoire (ADEA Secretariat) with possible travel to locations as may be required.
- Duration: 1 year, renewable subject to evaluated performance.
- Contract type: Consultant contract.

Application Process

Interested candidates are invited to submit a cover letter detailing relevant experience and motivation, and a comprehensive CV.

Applications must be sent to adea-applications@afdb.org no later than November 30th 2025 at midnight (12:00 am) GMT. The subject of the e-mail should be “Monitoring, Evaluation and Learning Officer”.

Due to the high volume of applications, only selected candidates will be contacted through a formal email correspondence. Do not contact ADEA or its staff members about the status of your application.