



AFRICAN SCHOOL OF GOVERNANCE FOUNDATION (ASGF)

The ASG Foundation is a not-for-profit foundation established by Prominent African Leaders to facilitate the establishment and financing of the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa. The Foundation is an established organisation with a Guardian and a Governing Council that comprises of distinguished leaders from across the African Continent and beyond. It is registered and headquartered in Rwanda.

The ASGF received funding from Mastercard Foundation towards financing of activities to establish the Africa School of Governance (ASG). The African School of Governance is a distinctively African, globally leading, independent graduate professional school established to impact governance and public policy across the continent and improve the lives of citizens across a wide range of outcomes.

The purpose of the ASGF is to establish, support, and mobilize financing for the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa.

The core objectives of ASGF include the following.

1. The custodian of the vision of the African School of Governance (ASG) and any other beneficiary decided in accordance with ASGF regulations and relevant laws;
2. Support the vision and mission of the ASG;
3. Mobilise financial and other endowments to support the development and advancement of the ASG;
4. Engage and mobilise world leaders, policymakers, philanthropists, and researchers to promote and advance the mission of the ASG;
5. Manage the financial and in-kind resources for the ASG; and
6. Incubate and support other initiatives considered essential to develop and advance transformative African governance and leadership.

The ASGF seeks to build an ASG institution that is financially sustainable and independent through investment income from the endowments, and income from activities of the ASGF.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Monitoring, Evaluation and Learning Officer

REPORTS TO: Partnerships and Legal Manager

JOB REF: ASGF/HR007

DEPARTMENT/UNIT: Partnerships and Legal

Job / Role Purpose:

The position is responsible for designing, implementing, and overseeing monitoring and evaluation activities to track progress, measure outcomes, and enhance the impact of ASGF programs and initiatives. The Monitoring and Evaluation Officer plays a critical role in the ASGF's commitment to advancing transformative governance and leadership in Africa through evidence-based decision-making, program effectiveness assessment, and impact evaluation.

Key duties and responsibilities

Monitoring and Evaluation Framework

- Develop and implement a comprehensive monitoring and evaluation framework aligned with ASGF's strategic goals, objectives, and key performance indicators.
- Design monitoring tools, data collection methods, and evaluation protocols to ensure the effective tracking and assessment of program activities and outcomes.

Data Collection and Analysis

- Coordinate data collection processes, including surveys, interviews, focus group discussions, and document reviews, to capture qualitative and quantitative data on program performance.
- Analyse data to generate insights, trends, and lessons learned for program improvements and decision-making.

Reporting and Documentation

- Prepare detailed monitoring and evaluation reports that communicate program achievements, challenges, best practices, and recommendations to inform internal and external stakeholders.
- Develop visually engaging data visualization tools, dashboards, and infographics to facilitate the dissemination of key findings and enhance understanding of program impact.

Impact Assessment

- Conduct impact assessments and evaluations to assess the effectiveness, sustainability, and scalability of ASGF interventions in advancing governance and leadership outcomes in Africa.
- Collaborate with program teams to design theories of change, logic models, and evaluation frameworks that align with program goals and drive continuous learning and improvement.

Capacity Building and Learning

- Provide training, technical assistance, and support to ASGF staff, partners, and stakeholders on monitoring and evaluation principles, methodologies, and tools.
- Facilitate knowledge sharing sessions, workshops, and learning events to promote a culture of evidence-based decision-making, adaptive management, and organizational learning.

Quality Assurance and Compliance

- Ensure that monitoring and evaluation activities adhere to ethical standards, data protection protocols, and industry best practices.
- Monitor program data quality, accuracy, and integrity to ensure the reliability and validity of evaluation findings and recommendations.

Other duties

- Perform other work-related ad hoc duties as may be requested by the Partnerships and Legal Manager from time to time.

Expected Outputs/ Deliverables

- Comprehensive Monitoring and Evaluation Framework
- Periodic Monitoring and Evaluation Plan

- Data Collection Tools and Protocols
- Periodic Monitoring and Evaluation Reports
- Data Analysis and Interpretation
- Data Visualization
- Impact Assessment Studies
- Knowledge Sharing Initiatives
- Capacity Building Activities

PERSON SPECIFICATION

Educational Requirements

- Bachelor’s degree in development studies, economics, statistics, or a related field from a reputable university.
- A post-graduate qualification in Monitoring and Evaluation.
- Relevant training in research is an added advantage.
- Being Bilingual (English and French) is an added advantage.

Related Job Experience

- Minimum of 5 years of professional experience in monitoring and evaluation roles within the non-profit sector, international development organizations, or research institutions.
- Proven experience managing information loads, including complex, confidential, and sensitive data.
- Experience working with people from different generations and backgrounds.

Required Technical Knowledge/Skills

- Proficiency in quantitative and qualitative data analysis methods.
- Data analytics.
- Ability to analyse complex data sets.
- Knowledge of statistical tools/software and data visualization tools (e.g., Tableau, Power BI).

Required Behavioural Skills

- Outstanding organizational ability
- Problem-solving and conflict-resolution skills
- Ability to prioritize and multi-task
- Ability to use computers (e.g., MS Office)
- Excellent communication skills
- Integrity and self-drive
- Interpersonal and stakeholder engagement
- Attention to detail

- Innovativeness
- Transparency and accountability
- Capable of maintaining confidentiality and exercising discretion

Terms of Employment and Remuneration

- You will sign an employment contract with the ASG Foundation.
- The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).
- Competitive salary with comprehensive healthcare.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for the role, please complete and submit your application via the following link: [Application form for ASGF job applications](#). All applications must be submitted via the online application form at this link.