



JOB OVERVIEW

The Monitoring, Evaluation and Learning (MEL) Officer will lead Suyana's MEL operations at country level, implement, and strengthen monitoring and evaluation systems across the full project cycle.

The role ensures the effective application of Suyana's global MEL framework, including the use of digital data tools (Kobo) and data visualization platforms (Power BI), while maintaining high standards of data quality, reporting, and learning. Working closely with the Country Coordinator and Suyana's Global Impact Management team, the MEL Officer will contribute to evidence-based programme management, partner capacity strengthening, and continuous learning to enhance the impact of Suyana's programmes.



KEY RESPONSIBILITIES

MEL COORDINATION AND PARTNER SUPPORT

- Act as Suyana's focal point for MEL at country level, serving as the main interface between implementing partners, country coordination, and Suyana's global Impact Management as well as the Programme and Partner Management team at Headquarters.
- Support implementing partners across the full project cycle by contributing to the development and refinement of project MEL components and by supporting the integration of Suyana's MEL framework in ongoing projects, adapting tools to local realities where appropriate and ensuring their practical and consistent use in day-to-day implementation.
- Support project development by contributing to the design of clear Theories of Change, meaningful log frames, and practical MEAL plans and systems for new projects, both partner-led and Suyana implemented, in line with Suyana's global MEAL requirements.
- Provide hands-on and flexible support to partners and to Suyana's global Impact Management team and the Suyana Programme and Partner Management team on MEL related topics as they arise, proactively identifying gaps, addressing practical challenges, and ensuring smooth day-to-day implementation.

MEL SYSTEMS, DATA COLLECTION AND QUALITY ASSURANCE

- Support the integration and use of Suyana's Global Data Platform (KOB0/ PowerBI) and ensure data quality and harmonized reporting across partners in coordination with global Impact Management team.
- Coordinate and support project level data collection processes, including the use of Kobo, follow up during reporting periods, and hands on support to partner teams and enumerators as needed.
- Review and validate project data for completeness, consistency, and plausibility, identify issues early, and liaise with partners, Suyana's Global Impact Management team and the Suyana Programme and Partner Management team at Headquarters to resolve data quality or system related challenges.



MEL OFFICER

EVALUATION, LEARNING AND KNOWLEDGE SHARING

- Support the preparation and implementation of baseline and endline assessments, evaluations, and reviews.
- Translate monitoring and evaluation findings into practical feedback for partners and programme management team and support cross project learning through documentation of lessons learned and field-based insights.
- Accompany Suyana team members and consultants during field visits, reviews, and evaluations as needed.



EDUCATION & EXPERIENCE & SKILLS

- Bachelor degree in a relevant field, or an equivalent combination of education and practical experience in International Development, Social Sciences, Economics, Statistics or a related field - strong hands-on MEL experience is considered equally valuable.
- Minimum of 5 years of relevant professional experience in monitoring, evaluation, accountability, learning, or programme management within international cooperation, involving close collaboration with implementing partners.
- Strong practical experience with MEL concepts and tools and the ability to apply them effectively in project settings.
- Experience supporting project-level data collection and data quality
- Comfort working with digital tools for data collection and reporting, such as Kobo and Excel, and experience using dashboards and visualization tools such as Power BI.
- Strong coordination and facilitation skills, with a respectful and supportive approach to building partners' MEL capacity.
- Strong commitment to Suyana's mission and values, and a genuine interest in learning, reflection, and continuous improvement.
- High attention to detail and commitment to data quality, accuracy and integrity.
- Ability to work independently in a field-oriented role
- Hands-on and solution-oriented, with a proactive attitude and willingness to take responsibility where support is needed.
- Native Kinyarwanda and excellent communication skills in English

REQUIREMENTS

OTHER

- Rwandan passport required.
- Foreigners eligible only if legally residing and authorised to work in Rwanda.

What Suyana offers

- Be part of a purpose driven, international team that values collaboration, trust, and learning
- A supportive working environment where you can take ownership, contribute to shaping processes, and develop alongside the organization.
- Join our mission to empower people and communities sustainably and contribute to our social vision.



APPLICATION

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Application link

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Submission date

20th March 2026



Sector NGO



Location Kigali - Rwanda

PWD highly encouraged to apply