

Job details	
Job title: Results Manager	Line Manager title: Results Team Lead (JG5)
Grade: JG6	Direct reports: Monitoring & Evaluation Assistants (JG9) x 2
Department: Results, Programme Delivery Unit	Location: Flexible – one of TMEA’s country offices
Job summary	
<p>The Results Manager will report directly to the Results Team Lead within the PDU. The job holder will manage two Monitoring & Evaluation Assistants, ensuring that they are supported to effectively deliver the work of the results unit. The Results Manager will have responsibility for supporting their own areas in the TMEA portfolio and ensuring that the Monitoring & Evaluations Assistants within the results unit provide effective support to the parts of the portfolio which they support. The Results Manager will support the unit team leader to deliver timely and accurate data on TMEA’s results achievement to senior leadership and donors.</p>	
Roles and responsibilities	
<p>Management</p> <ul style="list-style-type: none"> • Manage, mentor and coach Monitoring & Evaluation Assistants who will report directly to the Results Manager. • Work closely with other managers in the PDH to ensure programme implementation teams are supported in a coordinated fashion. <p>Monitoring & Reporting</p> <ul style="list-style-type: none"> • Support the Results Team Lead to ensure that the overarching TMEA results framework (regional and country-level) is regularly updated to reflect the achievements of TMEA. • Manage the contributions of the Monitoring & Evaluation Assistant and support Senior Results Officers in the results framework update, quality assuring their inputs for accuracy and quality. • Support the Results Team Lead with management of and preparations for the Annual Review, ensuring output self-assessment forms are completed to a high quality by programme teams. • Coordinate the work of the Monitoring & Evaluation Assistants in the Annual Review preparations, ensuring that adequate support is provided to programme teams and output self-assessment forms are quality assured before being shared with the review team. • Support programme/project leaders to develop monitoring plans which capture the data required to report on project performance. • Ensure that data is available to regularly report on projects’ progress against the indicators contained in project monitoring plans. • Oversee the analysis, verification, and management of data to report project/programme level results using MIS (and TRIMS when it goes live). <p>Project Design</p> <ul style="list-style-type: none"> • Support PAR and project designers in TMEA to articulate the results they seek to achieve through interventions and visualise these in clear results chains or theories of change. 	

- Ensure the results offer of PARs and projects are consistent with TMEA's higher-level theories of change and aligned with the relevant country level or regional results frameworks.
- Ensure TMEA's Value for Money indicators are monitored at programme and project level.
- Ensure adequate budgets for MEL are incorporated into programme and project budgets at design stage.

Data Collection

- Work with programme/project leaders to identify data needs and develop appropriate data collection and analysis, tools and processes for data collection, e.g., baselines and endlines.
- Support programme/project leaders to develop and execute data collection and management plans, including support in drafting terms of reference and ensuring appropriate budget has been allocated.
- Support programme/project leaders to manage the data collection process including quality assurance of final deliverables.

Project Evaluation

- Support programme/project leaders to develop terms of reference and properly budget for the evaluation of project interventions, if required.
- Support programme/project teams to prepare for project evaluations, if required, and play a central role in the management of the evaluation contracts.
- Quality assures the key deliverables in project evaluations ensuring that the products meet the organisation's required standards, feedback on areas for improvement to external providers.

MEL Capacity Building

- Support the development and delivery of MEL training designed to enhance TMEA staff and partners' ability to engage in effective MEL.
- Develop and maintain training materials and guidance for TMEA staff and partners on various aspects of MEL.

Knowledge Management

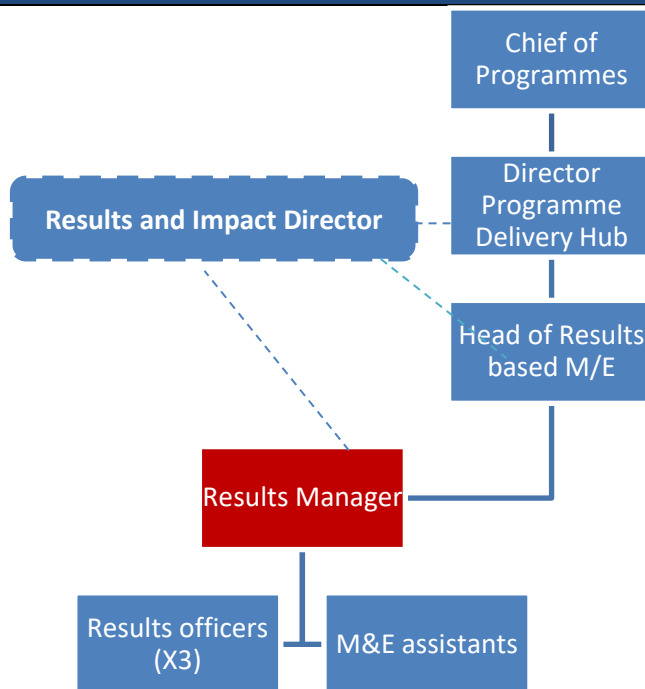
- Support the Quarterly Strategic Review process to ensure knowledge management and lessons from project implementation are captured and shared widely in TMEA.

The job holder is further expected to promote and adhere to TMEA's core values and ensure compliance with organisational policies and procedures. The job holder will:

- Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMEA's reputation.
- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.

- Seek to identify, understand, and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.

Organisational positioning



Academic and professional qualifications

- An undergraduate degree in a relevant discipline such as: International Development; Social Sciences; Political Science; Economics; Public or Business Administration/Management.
- **OR** a relevant post-graduate degree in a relevant discipline such as: International Development; Social Sciences; Political Science; Economics; Public or Business Administration/Management.
- Professional training in monitoring and evaluation is essential.

Work experience

- Undergraduate degree holders will have at least seven years of relevant working experience, while postgraduate degree holders will require at least five years of relevant working experience (i.e., relevant experience in supporting development organisations in East Africa with the design and implementation of M&E systems). The role holder will also be expected to have experience of:
 - Working with a range of internal and external stakeholders to broker solutions to complex problems.
 - Project and programme reporting.
- Project management and administration.

Technical skills and behavioural competencies

- Ability to task and supervise the work of Officer-level team members.

- Strong planning and organising skills, ability to prioritise, pay attention to detail and quality assure the work of others.
- Demonstrated skills in quantitative and qualitative data collection, analysis and quality assurance.
- Knowledge of different MEL approaches and methods, and their strengths and weaknesses.
- Excellent written and oral communication skills.
- Excellent team-working and inter-personal skills with the ability to build good working relationships.
- Positive attitude with a drive to succeed and overcome setbacks.

Sign off		
Job holder	Signature: _____	Date: _____
Line Manager	Signature: _____	Date: _____
Counter-signing Quality Assuror	Signature: _____	Date: _____