

# Monitoring, Evaluation, & Learning (MEL) Officer

**Location:** Monrovia

**Salary:** negotiable

**Job type:** Full Time

**Posted:** 5 days ago

**Category:** Monitoring & Evaluation

**Deadline:** April 6, 2026



## Monitoring, Evaluation, & Learning (MEL) Officer

### Position Description

**Location:** Monrovia

**Duration:** 3 months, with possibility of extension

**Position Status:** Full Time

### About HOPE

Helping Our People Excel (HOPE), Inc. is a not-for-profit organization dedicated to championing the causes of women and girls in Liberia, with a focus on sexual and reproductive health and rights, education for all, and leadership development for women and girls. HOPE's mission is to promote the social, economic, and educational empowerment of women and girls through personal development opportunities, fostering strong community partnerships, conducting policy reviews, and advocating for their rights. HOPE emphasizes ownership and empowerment by bringing the beneficiaries and key institutions together to discuss social issues. Our Vision is to ensure the social, educational, and

economic empowerment of women and children in Liberia.

Essential Job Responsibilities

### **STRATEGY & VISION**

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- Support the management and implementation of the HOPE MEL strategy.
- Support the development of MEL frameworks, tools, plans, schedules, and systems
- Initiate planning sessions for data collection, management, reviews, and reporting
- Lead planning quarterly review meetings, collation of key documents, and documentation of

learnings.

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- Draft case stories and develop short infographics of key results and learnings
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### **DATA COLLECTION MANAGEMENT**

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- Collect data on the progress of each activity being implemented and enter the information into

the database platform.

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- Compile all data and ensure that these are submitted in a timely manner to the MEL
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Manager/Consultant.

- Manage MEL data systems, tools, and documents
- Support in conducting monitoring of all field activities, including assessments.

#### **DATA VALIDATION, ANALYSIS & REPORTING**

- Assist in analyzing and compiling data to measure the progress and impact of project activities.
- Provide daily support in verifying data quality and ensure all data is input into the database

platform and analyzed with rigor.

- Support and maintain database backup and filing systems. • Undertake routine visits to the field throughout the project, as needed to support data collection

or verify data quality.

- Report on findings from all field visits through appropriate channels.
- Contribute to the documentation of program events such as meetings, events, and workshops.

## Knowledge and Experience

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- Bachelor's degree or relevant experience and/or potential to grow into the role.
- Minimum of one year of experience in MEL-related work.
- Previous experience and/or education in data management, including planning, collecting,

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collating, analyzing, and storing data, preferred

- Proficiency in Word, Excel, and PowerPoint.
- Competency in mobile data collection platforms (preferably ODK/Kobo Collect, Ona, Excel).
- Strong oral and written English skills.

**To apply, email your application (3-page CV & Cover letter) with the Subject Application for Monitoring, Evaluation, & Learning (MEL) officer to [info@hopelib.org](mailto:info@hopelib.org) before 4:30 PM, Monday, April 6, 2026.**

**Note: Only email submission will be considered. Late submission will not be processed. Only shortlisted candidates will be contacted. FEMALE candidates are strongly encouraged to apply.**

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