

MONITORING, EVALUATION & LEARNING OFFICER (MEL)



SOS CHILDREN'S
VILLAGES

Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 01, 1970

Published : Nov 24, 2025

Employment Status : Full Time

Experience : 5 - <10 Years

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor's degree

Job Description

SOS Children's Villages Ghana is a child welfare organization that provides stable, Family-Like Care (FLC) for children in need. We also offer social services to families at risk through our Family Strengthening Projects. We currently operate in four locations: Tema, Asiakwa, Kumasi, and Tamale, with our national office located in Accra. Applications are invited from suitably qualified and dynamic persons for appointment on our EU-Ghana Youth Empowerment Program "**Spark Change Makers**" (Empowering Youth-Led CSOs and Social Entrepreneurs) Project as

Position: Monitoring, Evaluation and Learning (MEL) Officer

Duty Post: Asokore Mampong

Duration :40 months (contract renewable based on performance and availability of funds)

Role Overview

The **Monitoring, Evaluation and Learning (MEL) Officer** will be responsible for designing, implementing, and managing the project's monitoring, evaluation, and learning systems. This role ensures that accurate, timely, and meaningful data informs project decisions, supports reporting to the EU and partners, and contributes to learning and accountability. The MEL Officer will work closely with all partners and field teams to track progress, measure impact, document lessons, and foster a culture of continuous improvement and evidence-based decision-making.

Qualifications and Experience

- Bachelor's degree in Statistics, Development Studies, Economics, Social Sciences, or a related field (Master's degree preferred).
- At least **5 years of experience** in monitoring, evaluation, and learning, preferably in donor-funded or EU projects.
- Strong knowledge of **M&E frameworks, indicator tracking, data analysis, and results-based management (RBM)**.
- Work experience in youth development, entrepreneurship, or CSO capacity-building projects is an asset.
- Proficiency in data management and analysis tools (Excel, Power BI, KoboToolbox, SPSS, or similar software).
- Excellent report writing, analytical, and presentation skills.
- Strong communication and interpersonal skills, with experience in facilitating learning and reflection processes.
- Ability to work independently, manage deadlines, and coordinate with diverse stakeholders.

Key Responsibilities will involve.

- Monitoring and Evaluation System Development
- Data Collection, Analysis and Reporting
- Learning, Documentation, and Knowledge Sharing
- Evaluation and Research.
- Quality Assurance and Compliance
- Collaboration and Capacity Strengthening

SOS Children's Villages Ghana is committed to preventing any type of unwanted behaviour at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct, and is committed to promoting the welfare of children, young people, adults, and beneficiaries with whom SOS Children's Villages Ghana engages. The Organization expects all staff and volunteers to share this commitment through our Code of Conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. SOS Children's Villages Ghana is committed to ensuring diversity and gender equality within our organization and encourages applicants from diverse backgrounds to apply.

VISIT HERE TO APPLY: <https://shorturl.at/96mmH>

Education & Experience

Must Have

Educational Requirements

Bachelor's degree

Compensation & Other Benefits
