

Position: Evaluation and Learning Analyst

Location: Hybrid (Washington, DC) or Remote (US, Europe, or MENA region)

About Education For Employment

Education For Employment (EFE) is the leading youth employment organization in the Middle East and North Africa (MENA). Our vision is to empower young women and men with skills and opportunities they need to build careers that create a better future.

Operating in the region with the world's highest youth unemployment rates, we pioneered market-driven skills training for youth that links them directly to job opportunities and the world of work. EFE's distinctive model has been recognized as one of the world's most effective social innovations at the World Economic Forum, the UN, and the World Bank. Arabian Business, The Economist, Harvard Business Review, and many more have praised EFE's work. Read more about EFE at www.efe.org.

EFE's Structure

EFE is a network of locally-run, affiliated non-profit organizations working in the Middle East and North Africa. Since inception in 2006, EFE established affiliated non-profit organizations in seven countries in the MENA region (Egypt, Jordan, Morocco, Palestine, Saudi Arabia, Tunisia, and Yemen), with global support hubs in the United States, Spain, and the UAE, and a presence in Algeria. Each EFE Affiliate is managed by local staff and governed by a local board of directors made up of accomplished professionals and leaders from various sectors.

The EFE-Global team provides programmatic, fundraising, strategic, and capacity building support for its Affiliates. The relationship between EFE-Global and EFE Affiliates in the MENA region is not a "headquarters/field office" relationship, but is rather a partnership between independent non-profit organizations affiliated with each other through EFE's global network.

Evaluation and Learning Analyst Responsibilities

The Evaluation and Learning Analyst will provide monitoring and evaluation (M&E), analytical, and strategic support for donor-funded programs as well as capacity building and technical assistance for EFE's M&E teams across the Network. Specific responsibilities of this position include, but are not limited to, the following:

Monitoring, Evaluation, and Analysis:

- Monitor Network-wide data collection activities and ensure adherence to specified data collection protocols
- Conduct quantitative data analysis on survey results
- Support EFE Affiliates in implementing internal M&E systems and in using EFE's Salesforce-based Student Management System to track data and understand project results
- Produce quarterly performance reports for the EFE Network and EFE-Global Board of Directors
- Support the Senior Evaluation and Learning Manager in quarterly performance report presentations and learning meetings with individual EFE Affiliates

- Prepare M&E-related documents for dissemination, including analytical and evaluation reports, in collaboration with the Senior Evaluation and Learning Manager
- Assist EFE-Global and Affiliate staff in the preparation of quarterly and final project reports
- Research EFE countries of operation and locate relevant statistics
- Contribute to EFE's strategic initiatives relating to organizational learning, thought leadership, and digital transformation
- Facilitate learning exchange across the Network in collaboration with the Senior Evaluation and Learning Manager and Director of Strategy and Learning
- Provide M&E inputs for grant application processes for government, foundation, corporate, and individual donors
- Other duties as assigned

Administrative, Financial, and Logistical Support

- Assist with the completion of finance and compliance processes, including preparing occasional invoices and other documents meeting the required formats and standards
- Provide administrative and logistical support for meetings relating to evaluation, learning, and strategy
- Maintain virtual recordkeeping systems to ensure safekeeping of project and administrative documents

Qualification, Skill, and Knowledge Requirements

- Bachelor's Degree required, Master's Degree in relevant field preferred
- 1-2 years of experience in full-time or internship roles related to data analysis, M&E, and/or international development
- Strong quantitative analysis skills
- Strong Microsoft Excel, PowerPoint, and Word skills
- Excellent research and writing skills
- High degree of intellectual curiosity and the demonstrated ability to learn and understand new topics quickly
- Excellent interpersonal and cross-cultural communications skills
- Ability to work independently and prioritize multiple work assignments in a fast-paced environment
- Strong attention to detail
- Ability to be flexible, well-organized, and work effectively on a team
- Knowledge of and/or experience living or working in the MENA region preferred
- Arabic and/or French language skills a plus
- R statistical software skills a plus

IMMEDIATE OPENING. Interested applicants are requested to submit a cover letter and resume to employment@efe.org with the subject line "Evaluation and Learning Analyst Opportunity."
No phone calls please

Education For Employment (EFE) is an equal employment opportunity employer. It is EFE's policy to seek out and hire, at all levels, individuals without regard to race, religion, age, color, nationality, sex, sexual orientation, veteran status, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our employment practices.