

Position Profile: CHE (Research and Monitoring & Evaluation Manager)

PART A: JOB DESCRIPTION

Section A: Position Title and Information Section

- **Position Title:** Research and Monitoring & Evaluation Manager
- **Directorate:** Planning and M&E
- **Grade:** D1
- **Reports to:** Senior Manager Research and M&E
- **Peer Relationship:** Managers and Section Officers
- **Direct Subordinates:** Research Officers

Internal Liaison: Directorate of Quality Assurance; Managers within Planning and M&E; Information and Communication Technology; Human Resources and Corporate Services; Finance

External Liaison: Higher education institutions, regulatory bodies, research institutions, development partners, and other stakeholders

Section B: Job Purpose, Duties and Responsibilities

Purpose of the Job

The purpose of this job is to facilitate the development, implementation, and coordination of research, monitoring, and evaluation systems and frameworks to support evidence-based planning, policy development, and continuous improvement of the higher education sector in alignment with Council on Higher Education (CHE) mandates.

Key Accountabilities

1. Management

- Facilitates the development and implementation of operational plans and budgets for Research and M&E activities within the Directorate.
- Oversees day-to-day research and M&E functions to ensure effective delivery of outputs.
- Supervises Research Officers and ensures alignment of work plans with Directorate priorities.

2. Reporting

- Develops and consolidates operational and analytical reports on research, monitoring, and evaluation activities.
- Provides data-driven insights and identifies key issues, trends, and areas for action.
- Prepares reports for internal management, Council, and external stakeholders.

3. Policy Development and Reviews

- Supports the development and review of policies through evidence-based research and sector analysis.
- Provides research inputs into national higher education policies, strategies, and frameworks.
- Facilitates stakeholder engagement processes to inform policy development and review.
- Contributes to the development and dissemination of research reports, policy briefs, and guidelines.

4. Research and Knowledge Management

- Support coordination research studies on higher education trends, performance, and emerging issues.
- Ensures collection, analysis, and dissemination of relevant data to inform decision-making.
- Promotes knowledge management practices, including documentation and sharing of research outputs.
- Collaborates with institutions and stakeholders on research initiatives.
- Undertakes research on higher education issues
- Organize logistics data collection and other research activities
- Contribute to writing of reports or policy briefs

5. Monitoring and Evaluation

- Develops and implements monitoring and evaluation frameworks, tools, and systems.
- Tracks performance of higher education institutions against national standards and strategic objectives.
- Monitors implementation of policies, plans, and programmes within the sector.
- Conducts evaluations and impact assessments of programmes, projects, and interventions.
- Ensures alignment of M&E systems with national frameworks and CHE priorities.

6. Data Management and Analysis

- Manages collection, validation, and management of higher education data.
- Ensures data integrity, accuracy, and accessibility for reporting and planning purposes.
- Performs statistical and qualitative data analysis to support decision-making.
- Capture raw data, check for accuracy, and prepare datasets.
- Works closely with ICT to enhance data systems and digital platforms.

7. Collaboration and Stakeholder Engagement

- Liaises with higher education institutions and stakeholders on data submission, research, and M&E processes.
- Promotes collaboration with regional and international bodies on research and evaluation initiatives.
- Provides technical support and capacity building to stakeholders on M&E systems and tools.

PART B: JOB SPECIFICATION

Essential Requirements

Qualifications:

- A postgraduate qualification in Education, Education Management, Monitoring & Evaluation, Research, Statistics, or a related field
- Certificate in Monitoring & Evaluation will be an added advantage

Experience:

- At least five (5) years' relevant experience in research, monitoring and evaluation, or higher education planning

Key Competencies

- Knowledge of the higher education system and the Higher Education Act, 2004
- Strong understanding of research methodologies and M&E frameworks
- Data analysis, statistical tools, and reporting skills
- Knowledge of planning, policy development, and performance management systems
- Analytical thinking, critical thinking, and strategic awareness
- Ability to interpret complex data and provide actionable insights
- Results-oriented with strong problem-solving capabilities