



WE'RE HIRING!

Job title	Monitoring and Evaluation Manager
Working location	Lilongwe Wildlife Trust (LWT) offices in central Lilongwe
Department	Programmes

■ Full-time □ Part-time

Job description

The Monitoring and Evaluation (M&E) Manager reports to the Director of Programmes and has line management responsibilities. Working closely with the Director of Programmes and programmes staff, the M&E Manager is responsible for establishing and maintaining a robust M&E system that effectively tracks and assesses the progress, results, and impact of Lilongwe Wildlife Trust 's (LWT) programmes. The role is both technical and strategic, using data to generate evidence of impact and to support decision-making. The M&E Manager also conducts regular monitoring of activities to assess implementation, resource utilization and activity administration.

Essential duties & responsibilities

Research

- Support managers to develop annual workplans
- Support managers to develop grant work plans aligned to proposals and annual organization work plan and budget
- Support development of workplans for grant applications

Monitoring and Evaluation

- Develop results frameworks, log frames, indicators, and data collection plans aligned with project objectives and donor requirements.
- Track and support implementation of workplan activities
- Conduct spot monitoring for projects and provide feedback to managers
- Assess and provide M&E reports on training/workshops/activities,

- Capacity building of staff and stakeholders on M&E systems and data collection
- Plan and manage baseline studies, mid-term reviews, and final evaluations, often coordinating with external evaluators.
- Support staff and (stakeholders where necessary) to ensure that there is proper monitoring, reporting and effective management of the evaluation process
- Organise and lead regular Programme review meetings for managers to share progress technically and financially
- Ensures M&E activities meet donor standards, reporting formats, and accountability expectations

Data Management

- Establish and oversee systems, tools, and processes for collecting high-quality, timely, and reliable data
- Analyze data to track progress and prepare reports (monthly, trustees, donor reports) with clear insights and recommendations.
- Ensure that all project data is shared and updated on a timely basis
- Manage and maintain all databases
- Conduct regular data quality assurance and ensure quality checks are in place
- Support all staff in data collection and management

Learning and knowledge management

- Promote the use of data for decision-making, adaptive management, and learning within the team
- Document lessons learned, success stories, and best practices to inform future programming and communication .

Reporting

- Carry out statistical data analysis for organizational and grant reports in line with reporting schedules
- Produce consolidated internal and donor reports in designated formats

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Supervision

- General supervision of the M&E staff
- Supervise hired consultants on programme/grant evaluation studies

Education and experience

- Bachelor's degree in Statistics, Economics, Development Studies, Social Sciences, or a related field.
- Candidates with master's degree will have added advantage
- At least 3–5 years of experience in monitoring and evaluation, preferably within NGOs or development programmes.
- Experience in M&E reporting on multi-year, large donor grants
- Proven experience designing and implementing M&E systems and frameworks
- Experience in managing/delivering evaluations (baseline, mid-term, project close)

Skills and competencies

- Strong IT skills: Able to set up digital data collection, storage, analysis and reporting systems.
- Proficiency in data collection, management and analysis software including ODK, Google forms, Microsoft Access, Microsoft Excel, Stata and SPSS
- Quantitative and qualitative research
- Strong knowledge of M&E methodologies, tools, and frameworks (e.g., logframes, results-based management)
- Ability to translate data into actionable insights for decision-making
- Understanding of donor requirements and reporting standards
- Knowledge of results-based management and adaptive programming
- High attention to detail and commitment to data quality and integrity
- Good interpersonal communication skills
- Able to drive a motor vehicle in difficult terrain and remote areas

How to apply

Please send a PDF one (maximum) paged covering letter and four (maximum) paged CV to

applications@lilongwewildlife.org

Closing date

26th June 2026

LWT is an equal opportunity employer and values diversity. All employment decisions are based on qualifications and experience, merit and organisational need and all reasonable adjustments will be made where possible.