



## **Monitoring, Learning and Evaluation Officer Job Description | Location: Washington, D.C.**

### **Organizational Overview**

Founded in 2000, Free the Slaves is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots to empower vulnerable individuals and communities to resist slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with programs in Ghana, India, Nepal, Brazil, Haiti, and the Democratic Republic of the Congo, Free the Slaves has an annual operating budget of approximately \$3 million, a talented and dedicated staff of 26, including 10 in the field, and a highly engaged and supportive board of directors. For more information, see: [www.freetheslaves.net](http://www.freetheslaves.net).

### **Position Overview**

Free the Slaves is currently engaged in a three year effort to test, revise and validate its model for eliminating slavery in vulnerable communities. The monitoring, learning and evaluation (MLE) officer will support efforts by Free the Slaves to assess the outputs, outcomes and impact of its model and derive lessons learned. The MLE Officer will report directly to the Director of Monitoring, Learning, and Evaluation.

Free the Slaves has clearly articulated its causal model, defined indicators for the key variables in the model, and developed data collection instruments and tools. Nonetheless, MLE in the anti-slavery field is still at an early stage of development. This position offers the exciting opportunity to engage in cutting-edge work in a social justice movement that is still at an early stage in the development of evidence as to the effectiveness of interventions.

Key areas of interest include assessing our efforts to build the capacity of local NGOs to lead anti-slavery efforts; changes in knowledge, attitudes and practices; strengthening of community resistance to slavery; improvements in legal protections afforded vulnerable communities, including policy change and law enforcement; changes in socioeconomic status

hypothesized to correlate with slavery; and, changes in the incidence and prevalence of slavery.

This position will also manage the Monitoring and Evaluation for Trafficking in Persons Community of Practice (METIP), a group of M&E and research staff from a range of organizations that focuses on anti-trafficking programming.

## **Principal Responsibilities**

Tasks may include, but are not limited to the following. Specific objective and tasks of the MLE officer will be developed annually as part of the work planning process.

- Assist the Free the Slaves monitoring, learning and evaluation department to generate information in support of the causal model
- Provide support and training to programs staff and partner organizations on monitoring, reporting and evaluation
- Provide technical assistance for adaptation and use of tools by partners
- Support partners with work planning that includes SMART objectives, goals and outcomes that use evaluation results
- Provide support to development staff on fundraising materials including proposal development and grant reports
- Analyze monitoring, survey and other evaluation data, using quantitative analysis approaches as well as mixed-methods techniques
- Participates in internal learning and reflection sessions
- Support development, revision, and implementation of data collection tools
- Assist in creation of data collection training and guidance materials
- Manage monitoring and evaluation data, including creation of databases, data cleaning, etc.
- Provide supervision and support to student interns and volunteers
- Assist in the creation of internal reports for learning, donor reports for accountability, and external publications to share findings with policy makers and others in the human rights and international development field
- Provide administrative support to the Free the Slaves MLE department
- Manage the Monitoring and Evaluation of Trafficking in Persons Community of Practice (METIP)

## **Travel**

The MLE officer may be expected to travel approximately four full weeks per year in international travel.

## **Qualifications**

The ideal MLE Officer candidate will have:

- A graduate degree in a relevant field
- At least 3-5 years relevant experience
- Experience with data cleaning and data analysis
- Experience in developing country settings
- Evidence of successful design and implementation of MLE programs
- Proficiency in a statistical software package such as SPSS, STATA, SAS
- Ability to speak and read French strongly preferred
- Ability to contribute constructively to a team oriented and mutually supportive organizational culture
- Knowledge of human trafficking
- Experience with GIS and/or data visualization for evaluation reporting would be great

### **To Apply**

Please submit a **cover letter** describing your interest and qualifications and **resume** (in Word or PDF format) to [MLE Officer](#). Applications received by Friday, July 10th, 6:00 p.m. EST will receive full consideration. Applications received after this date may be reviewed on a rolling basis until the position is filled.

*Free the Slaves offers competitive salary & benefits commensurate with experience and skills.  
Free the Slaves is an equal-opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*