



JOB DESCRIPTION

SENIOR MANAGER, MONITORING, EVALUATION AND LEARNING

ORGANIZATION OVERVIEW

OneSky is an international non-governmental organization (NGO) that was founded in 1998. OneSky trains communities and caregivers to provide nurturing, responsive care, and early education so that vulnerable young children can thrive. Over 25 years, always in partnership with governments and local communities, OneSky has trained 121,000 caregivers to improve outcomes for 411,450 vulnerable children in mainland China, Vietnam, Mongolia, and Hong Kong SAR. You can read more about our impact [here](#).

JOB SUMMARY

The Senior Manager, Monitoring and Evaluation and Learning (MEL) will be responsible for overseeing data collection, data quality assurance, information management, and reporting for the monitoring of OneSky Vietnam programs and activities. The Senior Manager, MEL will support the Head of Global MEL and the Global MEAL Coordinator to ensure high-quality data is collected at the field level and aggregated across Vietnam implementation areas and provinces. The role includes conducting advanced data analysis, implementing and strengthening data collection systems, and producing analytical reports based on both quantitative and qualitative data.

The Senior Manager, MEL will coordinate process evaluation throughout the project period to assess implementation quality, identify gaps, and inform adaptive management. The position also involves designing and conducting qualitative data collection activities, including Focus Group Discussions (FGDs), Key Informant Interviews (KIs), and other participatory methods.

In addition, the Senior Manager, MEL will facilitate regular learning sessions with program teams to continuously improve data collection tools, methodologies, and overall program effectiveness. The preferred candidate should possess proven expertise in monitoring and evaluation, strong advanced data analysis skills, and experience in information management, preferably within Early Childhood Development (ECD) or other programming focused on young children.



REPORTS TO: Deputy Country Director

TECHNICAL REPORTING (DOTTED LINE) TO: Global Head of MEAL

SUPERVISES: MEAL Manager

INDIRECT REPORTING: Vietnam Operation and program team.

JOB RESPONSIBILITIES

1. Monitoring Systems Strengthening and MEAL Coordination

- Oversee the implementation and continuous strengthening of OneSky Vietnam's monitoring framework in alignment with global MEAL standards and program priorities.
- Work closely with the Global MEAL team and Vietnam program team to develop and refine logical frameworks, theories of change, indicators, and M&E plans.
- Serve as the focal point for MEAL coordination between global and in-country teams to ensure methodological consistency, quality assurance, and alignment of reporting requirements.
- Collaborate with MOET, DOET, and other partners to ensure monitoring systems support program implementation and reporting needs.

2. Advanced Data Analysis and Evidence Generation

- Conduct advanced quantitative and qualitative data analysis to generate actionable insights for program improvement and strategic decision-making.
- Integrate findings from surveys, monitoring data, Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and other qualitative methods into comprehensive analyses.
- Perform regular data quality checks and validation to ensure accuracy, reliability, and integrity of datasets.
- Produce high-quality analytical reports, dashboards, and data visualizations using software's (ex. Power BI) for internal and external stakeholders.



3. Process Evaluation and Adaptive Management

- Working in collaboration with the global MEAL team, coordinate and plan process evaluations throughout the project cycle to assess implementation of fidelity, quality, efficiency, and effectiveness.
- Support research and evaluation design, including methodology development, sampling strategies, and evaluation tool development in collaboration with evaluators and research partners.
- Translate evaluation and monitoring findings into practical recommendations and facilitate adaptive management actions with program leadership.
- Monitor the implementation of improvement actions and track progress over time.

4. Learning and Continuous Improvement

- Facilitate regular learning and reflection sessions (including quarterly reviews) with program teams and evaluation partners to review monitoring and evaluation findings.
- Promote data-driven decision-making by encouraging program teams to actively use evidence to improve implementation.
- Coordinate the continuous refinement and improvement of data collection tools, methodologies, and processes based on lessons learned and field feedback.

5. Data Collection Tools, Systems, and Management

- Oversee the design, testing, updating, and improvement of data collection tools (surveys, questionnaires, qualitative guides, and digital forms).
- Manage digital data collection platforms and ensure effective electronic data management solutions.
- Ensure all project data—including beneficiary numbers and indicator tracking—is securely stored, protected, accessible, and systematically aggregated across implementation areas.
- Manage and maintain the OneSky Vietnam database, ensuring accurate compilation, cleaning, and export of data for advanced analysis.
- Support logistics and coordination of data collection activities, including sampling and field data management.



6. Reporting and Documentation

- Contribute to the preparation of high-quality quarterly, bi-annual, and annual reports for internal and external stakeholders.
- Ensure monitoring, evaluation, and process evaluation findings are clearly documented and disseminated to inform organizational learning and strategic planning.

8. Team Management

- Provide direct supervision, guidance, and performance management to the MEAL Manager, ensuring clear work planning, accountability, and professional development.
- Foster a collaborative, supportive, and high-performing team environment that promotes learning, innovation, and continuous improvement.
- Ensure effective delegation of tasks and oversight of deliverables to maintain high-quality outputs and timely implementation of MEAL activities.
- Promote cross-team collaboration between MEAL, program, and operations teams to ensure integrated planning and execution.

7. Other Duties

- Conduct weekly meetings with the global MEAL team to share updates, discuss progress, align priorities, and contribute to continuous learning and coordination across teams.
- Undertake any additional responsibilities as required, consistent with the nature and scope of the role.

JOB REQUIREMENTS:

- Bachelor's degree in Statistics, Computer Science, Social Sciences, International Development, Economics, or related fields.
- Formal training or certification in Statistics, Data Analysis, Monitoring and Evaluation, Research Methods, or Data Management is highly desirable.
- Minimum of 7 years of progressively responsible experience in Monitoring, Evaluation and Learning (MEL), preferably within Early Childhood Development (ECD) or programs focused on young children.



- Demonstrated experience in contributing to process evaluations or evaluation studies, including methodology development, sampling strategies, and tool design.
- Strong expertise in advanced quantitative and qualitative data analysis, including experience using statistical software (e.g., SPSS, Stata or similar) and qualitative analysis approaches and softwares (e.g., Dedoose).
- Proven experience integrating qualitative methods (e.g., Focus Group Discussions, Key Informant Interviews, structured observations) into monitoring and evaluation frameworks.
- Demonstrated ability to translate complex data into actionable insights to support adaptive management and evidence-based decision-making.
- Strong experience in developing, testing, and refining data collection tools and digital monitoring systems.
- Proven experience managing databases and digital data collection platforms (e.g., Kobo Toolbox, ODK/ONA or similar), including data cleaning, validation, and quality assurance.
- Experience developing data visualization products and dashboards (e.g., Power BI or similar tools) to support program monitoring and reporting.
- Advanced proficiency in Microsoft Excel and other Microsoft Office applications.
- Strong facilitation skills and experience conducting learning and reflection sessions to promote continuous improvement.
- Excellent analytical, organizational, problem-solving, and communication skills, with the ability to manage multiple priorities and meet deadlines.
- Fluency in Vietnamese and English (written and spoken) is required.
- Experience with impact evaluations, including Randomized Controlled Trials (RCTs), is an advantage.

DEADLINE: 14/10/2026. Recruitment may close early once the position is filled.

START DATE: Immediate

SALARY AND BENEFITS:



Salary is competitive and commensurate with experience and includes excellent benefits.

TO APPLY:

Please apply using a cover letter and up-to-date resume. Please also include details of your current remuneration and salary expectations. Send your application to careers@onesky.org, kim@onesky.org and include the job title on the subject line. For inquiries, please contact Ms. Kim at 0932.449.985. Personal data collected will be used for recruitment purposes only. Data of unsuccessful applicants will be destroyed after one year.

OneSky is an equal-opportunity employer