



TAX JUSTICE
NETWORK
AFRICA



CEDAR
AFRICA GROUP

Monitoring Evaluation, Accountability,
Learning and Knowledge Management Lead

Tax Justice Network Africa

About Tax Justice Network Africa

Tax Justice Network Africa (TJNA) is a pan-African organisation and member of the Global Alliance for Tax Justice (GATJ). We advocate for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilisation. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and those that aggravate and perpetuate inequality. Our policy influencing enables citizens and institutions to seek fair tax systems.

The Opportunity

The MEALK Lead play the critical role in leading a robust Monitoring, Evaluation, Accountability, Learning and Knowledge Management system in TJNA. He/She will ensure the MEALK system and framework is effective and efficient. The MEALK Lead will be responsible for developing, updating and overseeing the implementation of the Institutional results framework. He/She will ensure that the MEAL system generates measurable results and impact at project and institutional level and are communicated effectively internally and externally. The MEALK lead will ensure projects are aligned with the institutional results framework and guiding project leads to track and monitor results.

We are now looking for a Monitoring Evaluation, Accountability, Learning and Knowledge Management (MEALK) Lead to join our team for a full-time permanent position based remotely with an option to work from the head office.

For more information on Tax Justice
Network Africa visit:

<https://taxjusticeafrica.net/>



REMOTE

Key Responsibilities

Monitoring and Evaluation

- Ensure that TJNA has a solid and robust MEAL plan that correlates with its projects and overall strategy.
- Support TJNA staff in developing and updating the MEAL Plan at quarterly, bi-annual and annual intervals.
- Lead in the development of harmonized tools and guidelines for data collection, collation and reporting across the organisation
- Analyze and interpret the monitoring data to inform program decisions.
- Organize field visits as needed to monitor program activities/interventions against agreed-project MEAL frameworks to ensure quality delivery.
- Provide oversight in overall programme reviews and grantee project review meetings in collaboration with project leads.
- Lead in coordinating and organising staff mid-year and end-year programme reviews to enhance organisational performance.
- Provide leadership in the Institutional Annual Planning processes.
- Support program teams in developing quality program reports.

Learning and Accountability

- Develop and implement learning strategies and tools to ensure that project staff and partners are equipped with relevant knowledge and skills.
- Conduct periodic needs assessments and carry out relevant training to address the knowledge gaps identified.
- Conduct regular feedback sessions among staff and partners to facilitate learning and capacity enhancement.

Knowledge Management

- Oversee the Knowledge management team and support the implementation of the Knowledge Management system to ensure that program knowledge and learning are documented, stored and shared.
- Provide oversight on the Knowledge Hub and engagement strategy implementation.
- Support the development and dissemination of knowledge products in collaboration with project leads.

Fundraising and Donor Reporting

- In close collaboration with the Partnerships and Institutional Learning manager and project leads, contribute to proposal development and ensure that projects align with the institutional results framework.
- Track donor reporting and ensure project leads are supported to prepare quality and timely reports in close collaboration with the Finance and Sub-grants team.

Key Accountability Areas

- Monitoring and Evaluation
- Learning and Accountability
- Donor Management
- Knowledge Management

Role Requirements

Qualifications

- Degree in a relevant field (Monitoring, Evaluation, Accountability, Learning and Knowledge Management).
- Additional training and qualification in monitoring and evaluation tools and processes will be an added advantage.

Core Skills and Experience

- Between 3-5 years of experience in donor compliance and project management.
- Minimum of three years of work experience in a civil society or NGO setting.
- A minimum of five years' experience with donor-funded monitoring and evaluation systems.
- Experience working on monitoring and evaluation with multi-country projects at a regional or continental level.
- Knowledge of logical framework and results framework planning and evaluation methodologies, and the ability to coach and train others in their use.
- Proficient in the use of Microsoft Word, PowerPoint, and Excel, as well as web browsers.
- Strong IT knowledge and background with experience in database management preferred.
- Previous experience in creating and managing surveys, assessments, and evaluations.

Additional Skills and Experience

- Strong analytical and problem-solving skills
- Excellent written/oral communication skills
- Proven ability to work with people and willingness to support and train others.
- Fluency in English required and/or French preferred
- Willingness to travel at least 25% of the time.

What We Offer

We are a committed and dedicated team who are connected by our passionate cause. We uphold a high work ethic that fosters team spirit while supporting innovation, creativity, continuous learning, and growth of our team members. In addition to a collaborative team environment, we offer:

- Competitive gross salary USD 2,992.42 - USD 3,516.10 per month (based on skills and qualifications)
- Family Medical Insurance and staff pension
- Work permit
- Opportunity to work in a specialised niche area, engage and work with different partners, and be part of a wider Pan-African network.
- Work environment that supports diversity and inclusivity
- Flexible working arrangement focused on delivery

How to Apply

Does the role profile match your description? Qualified and interested candidates are requested to submit their cover letter, curriculum vitae via the application link below.

Application deadline: 4 February 2026.

[Apply here : www.bit.ly/MEALKApply](http://www.bit.ly/MEALKApply)



Due to the anticipated number of applications, only short-listed candidates will be contacted.

TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities (EEO) to all employees & qualified applicants. All employment decisions are based on our organisation needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.

Queries

Should you have any questions, please reach out to the contact below. Kindly indicate the name of the vacancy as the e-mail subject.

Melissa Ngige, Recruitment Consultant, melissa@cedarafricagroup.com