

Job Vacancy



P.O. BOX 696- 20500, Narok, Kenya

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MONITORING AND EVALUATION OFFICER – TURKANA

Asante Africa Foundation – Kenya (AAF-KE) is a non-profit organization based in Narok. ***Our mission is to educate and empower the next generation of change agents whose dreams and actions transform the future for Africa and the world.*** Asante Africa Foundation believes in the power of knowledge as a catalyst to help young people create a future where they can live their potential. Our work addresses the root causes of why children are not in school and paves the way for success in the classroom and beyond. Our programs are built upon three key pillars: create Access to Education, enhance Learning in the Classroom, and prepare youth for Life Beyond the Classroom.

Job Title	Monitoring & Evaluation Officer
Position Reports to	Project Manager / M&E Manager/ Red Cross
Position supervises	None
Works Directly With	Programs and M&E Manager, Red Cross, Project Accountant
Duration	1 year with possibility of extension based on performance and availability of funds

Purpose of the Job

To establish and implement a comprehensive monitoring and evaluation system to measure Global Fund HIV program progress and impact, and establish effective learning and accountability mechanisms for the adolescent girls and young women (AGYW) aged 10-24 years in Turkana County.

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Duties and Responsibilities

- a) Utilize Global Fund HIV Project, national and county M&E tools and follow on set targets and timelines of reporting and documentation;
- b) Support and facilitate the planning, coordination and monitoring of impact assessments for new Global Fund HIV program Turkana program against the established goals, targets, and indicators as stated in the project proposals and log-frames;
- c) Provide feedback to the Program Management team on findings of the all assessments and surveys with recommendations on improving quality of programming particularly focusing on M&E;
- d) Support program team and coordinate implementation of the developed monitoring and evaluation framework, systems and tools including documentation of targets and performance monitoring for all project activities;
- e) In coordination and consultation with PM, undertake regular field visits to all program areas to monitor progress of implementation and verification of data collected to update the monitoring and the evaluation framework/plan;
- f) Coordinate periodic (monthly, quarterly) data collection, analysis and review compiling information from the field sites and report to management;
- g) Liaise and network with other stakeholders including partners, MOH, national and NGOs on M&E matters and represent AAF Turkana at external M&E forums as required;
- h) Establish and implement learning mechanisms including documenting and disseminating best practices and lessons learnt;
- i) In consultation with the PM and other support functions, establish, initiate and ensure implementation of beneficiary accountability systems in field program areas in Turkana including establishing complaints mechanisms;
- j) Assist the project team in ensuring timely preparation and submission of quality reports including donor reports.

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Job Specifications

The job holder must possess:

- A bachelor's degree in social science such as statistics, public health, economics or a related field, and specialized training/certification in monitoring and evaluation.
- Minimum three (3) years of professional experience in Monitoring and Evaluation role responsible for implementing HIV and AIDS activities in arid and semi-arid areas.
- Good knowledge of program implementation, monitoring and evaluation techniques and practices including proficiency in Microsoft Office.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in designing and managing beneficiary monitoring and database systems.
- Excellent written and verbal communication skills in English is required.
- Experience in establishing and/or working with community groups desirable
- Ability to work independently with minimum supervision.
- Ability to work under time pressure and meet deadlines.

Interested candidates should send their CV, cover letter and contacts of three referees to infokenya@asanteafrica.org before 15th January 2019.

AAF is an equal opportunity employer. Suitably qualified candidates under the age of 35 residing in Turkana, with relevant skills and experience, are particularly encouraged to apply. Only shortlisted candidates will be contacted.