



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

www.asanteafrica.org

MONITORING, EVALUATION AND LEARNING (MEL) MANAGER

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 and Learning Manager
Position Reports to	M&E Director
Position Supervises	M&E Officer
Works Directly With	Country Manager & Program Coordinators
Duration	1 year with possibility of extension based on performance and availability of funds
Remuneration	Gross Kshs100,000
Job Location	Narok with frequent travel to Arusha

Purpose of the Job

The MEL Manager will lead all the MEL aspects of Asante Africa programs including developing, refining the existing M&E system, data collection, management and reporting, generate and disseminate learning from the project, data analysis and utilization – use the data to inform project implementation, donor reporting and the project contribution to the overall programs change ambition This also includes overall data quality assurance for the projects.

Duties and Responsibilities

- Provide strategic MEL leadership and direction to the team implementing programs in all aspects of M&E and information management;
- Ensure that M&E data and results continue to inform program strategy by working with program leadership to understand and devise strategies to implement results which maximize program impact;
- Ensure the continuation of the highest quality of data collection and highest rigor of analysis;

- Support programs to create creative and innovative M&E learning systems with build-in feedback loops which directly inform program managers and enable iterative improvements to program implementation, as well as feed into the broader organizational M&E system and strategy;
- Be responsible of MEL deliverables to donors and programs;
- Use existing resources train M&E and program teams in the area of monitoring and evaluation and report writing;
- In consultation with Program Coordinators, develop, review and update project results frameworks and ensure that they logically capture the hierarchy of objectives, outcomes, outputs and indicators for the key thematic areas;
- Work with senior management to address shortfalls in M&E that affect program implementation and conduct internal DQAs

Job Specifications

Qualifications: Education/Knowledge/Technical Skills and Experience

Education and Skills

- A. Bachelors' degree in Social Sciences, Project Management, Education or a related field from an accredited academic institution with at least five years of relevant professional experience; or
- B. Masters' degree in the above fields with at least three years of relevant professional experience (Preferred).
- C. Proven data analysis skills and abilities and recognized as an expert in this field by external organizations.

Experience

- D. At least 5 years of experience working in the field of monitoring and evaluation at a national level NGO with multiple programs. Proven success in designing, implementing, and operating M&E system from project initiation to close out is required.
- E. Strong conceptual knowledge about theories of change, logic model, gender and youth program indicators, M&E plan, data quality assurance and data utilization.
- F. Strong analytic and organizational skills; strong creative and innovative thinking skills;
- G. Proven ability to work effectively in a complex collaborative environment, including government stakeholders.
- H. Strong data analysis skills with proven research experience in designing, conducting or supervising a qualitative and quantitative research.
- I. Experienced in data organization (Ex. Excel, R, Python etc.) and data analyses (Ex. STATA, SPSS etc.) software. Desirable to have experience in data visualization using Tableau software or similar tool, experience in digital data collection tools (Ex. KoBoCollect, Survey Monkey, ODK etc.) and Salesforce data management.
- J. Geographical experience of working in East Africa localities (Esp. Kenya and Tanzania)

Communications

- K. Excellent verbal and written communication skills are essential both in English and Kiswahili.

Managerial Competencies

- L. Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- M. Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Values

- N. Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- O. Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- P. Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies

- Q. Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- R. Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- S. Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- T. Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- U. Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Interested candidates should send their CV, cover letter and contacts of three referees (*PDF into one (1) document*) with **Ref: Monitoring, Evaluation and Learning Manager** to humanresources@asanteafrica.org on or before **31st May 2019**.