

# so they can

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## Kenya

### Career Opportunity – M&E Officer

*The safety and wellbeing of children is a priority of our organisation.*

So They Can (STC) is an international NGO registered in five countries. Delivering programs in Kenya and Tanzania, So They Can's aim is 'To empower communities through quality education to break the poverty cycle'.

We have a vacancy for the position of **Monitoring and Evaluation Officer (M&E Officer)**, for our Kenyan office. This is an exciting opportunity for a career professional to take the lead in driving program accountability and impact.

#### **Job Description**

**Job Title:** Monitoring and Evaluation Officer

**Location:** Nakuru, Kenya

**Reports to:** Education Manager on operational issues, MEL Manager Tanzania on MEL strategy.

**Term:** Permanent on satisfactory completion of six (6) months probation

The primary purpose of the M&E Officer will be to ensure accurate and timely monitoring and evaluating for STC Kenya. The incumbent will be responsible for overall M&E and Learning needs of the programs and will report findings based on real data to show performance of the projects.

The aim of the role is to provide technical advice on frameworks, tools and methodologies to strengthen M&E systems to enable the organisation to effectively report its impact. The incumbent will be expected to actively work with project staff in the field to undertake the M&E.

The M&E Officer will support the team in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects. The findings produced by the M&E Officer will be a basis for the development of the projects and for wider learning of the organisation.

Additionally, the M& E Officer will work with other members of the team in both Kenya and Tanzania, as need be, on proposal writing, follow up of program expenses and indicators, implementation of processes, standard operating procedures and any other tasks given to her/him

by his/her Manager or member of So They Can Executive Committee. The M&E Officer will be responsible for but not limited to the following tasks:

**Developing Systems and Frameworks:**

- Coordinate the creation of robust procedures for monitoring and evaluation of project activities;
- Develop the overall portfolio of monitoring and evaluation activities by: clarifying responsibilities; preparing work plans; and consulting on a detailed budget for the monitoring and evaluation;
- Support the Management Team in defining and implementing key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects;
- Assist Program staff and the Project Managers in clarifying project information needs and proposing strategies to increase data collection and data use;
- Work with the Program Team to develop tools and data collection procedures including, but not limited to logical frameworks, performance tracking tools, indicators, data flow charts, and M&E manuals;
- Support the Management Team in reviewing the performance of existing management information systems to help identify potential areas for improvement,
- Keep abreast of developments in M&E best practices in order to recommend tools and strategies to increase program performance.

**Coordinate on-going M&E Activities:**

- Train and support the Program Teams/partners in methodologies to properly capture, consolidate and archive data regarding program performance;
- Oversee and execute monitoring and evaluation exercises included in the programs and projects documents with focus on external impacts and internal lessons learned;
- Perform regular field visits to ensure the quality of data collected by Programs Team and verify the accuracy of reported data;
- Coordinate the preparation of all monitoring and evaluation reports, guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission;
- Establish an effective system for assessing the validity of monitoring and evaluation data through a review of activities/installations, completed monitoring forms/databases, and a review of aggregate level statistics reports;
- Prepare consolidated progress reports for the Executive Team;
- Identify strengths and weaknesses in existing data collection process and management systems and propose solutions.

## **Learning**

- Design learning processes and standards to be used by program team and consortium partners to identify, capture and disseminate learning within the consortium and externally
- Lead on the development and dissemination of internal and external learning products and communication pieces relating to M&E
- Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into project reports
- Consolidate learning from evaluation activities and ensure lessons learned are incorporated into Programme implementation
- Provide support to other programmes in developing processes and systems to identify, capture and disseminate learning across the Programmes Department and large grants

## **Support Stakeholder Relations:**

- Assist Program Teams in establishing log frames, M&E work plans, and targets during the drafting donor project proposals as well as throughout project implementation;
- Contribute to the analysis and triangulation of qualitative and quantitative monitoring data and share findings with a range of audiences for learning, accountability and decision-making purposes;
- Provide data to the Executive Team to support responses to donor, partner, and Executive Team data queries in an accurate and timely manner;
- Review and analyze internal reports to identify potential deficiencies in project implementation and to enhance quality of reporting to the Executive Team;
- Support Country Operations Manager in reviewing donor reports to ensure high quality stewardship of funds and a high level of transparency;
- Develop close working relationships with all project participants and stakeholders and establish and maintain good working relations with external partners as required.

## **Other Responsibility**

- Lead reporting processes on organizational Key Performance Indicators (KPIs) as required.

- Be aware of and operate within relevant So They Can International policies and approaches, including data protection, Child Protection & safeguarding, Child-Centered, Community Development, and gender, governance and resilience mainstreaming.
- Participate in regular team meetings and contribute to the overall smooth operation of the Programme
- Participate in and contribute to relevant MEL meetings with MEL Manager and support the promotion of best MEL practice.
- Undertake other tasks as requested.

### **Qualifications and Competencies:**

#### **Essential:**

- University Degree, preferably in Development Studies, Business Administration, Social Science, Statistics, or other related field;
- At least 3 years work experience in offering program support in donor funded projects;
- Extensive experience with monitoring program implementation using qualitative and quantitative approaches;
- Experience in monitoring and evaluating for education and/or community development programs;
- Demonstrable experience in coaching, mentoring or managing teams of professionals;
- Excellent ICT skills with command of MS Excel and other MS Office packages;
- Strong verbal and written English and Kiswahili language skills.

#### **Desirable:**

- Experience using data analysis packages and database management systems, particularly Salesforce.

#### **Personal Specification:**

- Individual with strong professional and personal integrity;
- Commitment to excellence through professional development;

- High level of attention to detail and pride in work outputs;
- Strong organizational skills and ability to manage a variety of tasks in a time sensitive environment to meet deadlines;
- Team player with positive attitude towards supporting professional improvement of colleagues;
- Excellent communication skills with the ability to establish and maintain effective working relations both nationally and internationally;
- Ability to travel frequently and for extended periods;

**Conditions of Service:** So They Can offers an attractive compensation package for the role.

**Preferred Start Date:** As soon as possible and no later than March 2021

**How to apply:** Applicants are required to submit a cover letter (max 1 page) and curriculum vitae (max 3 pages) to [infokenya@sotheycan.org](mailto:infokenya@sotheycan.org) by midnight on Friday the 05<sup>th</sup> February 2021.

Only applications received through the specified process will be considered. Due to the large number of applications received for So They Can vacancies, only applicants short-listed for interview will be contacted.