CAREER OPPORTUNITY

MONITORING & EVALUATION ASSISTANT- GEC (MERU)

SOS Children’s Villages Kenya is an affiliate of SOS CV- International whose mission is to build families for children in need, help them shape their own futures and share in the development of their communities. In Kenya, the organisation runs five Children’s Villages in Nairobi, Mombasa, Eldoret, Meru and Kisumu. SOS Children’s Villages Kenya also runs education and health institutions and works with local communities through Families Strengthening Programs.

We seek to recruit a suitably qualified person to become Monitoring & Evaluation Assistant for SOS CV Kenya GEC-Project based in Meru.

Aim of Job:

The Monitoring and Evaluation (M&E) Assistant is responsible for monitoring operations of SOS CV Kenya’s projects’ M&E system to support programme management and accountability functions. He/she contributes toward the relevance, effectiveness and efficiency of the Monitoring, & Evaluation function and to the overall programme. To support Programme Director with collection and storage of accurate ongoing project monitoring and evaluation data

Key Functions of the Job

The M & E Assistant will undertake various duties which include but not limited to the following:-

- Monitor the field activities based on project implementation plan through approved organizational monitoring and evaluation tools.
- Assist in developing operational monitoring tools (checklist, questionnaires, databases, interview and survey forms, etc.)
- Assist to developing guidelines, manuals, procedures, concept papers on M&E issues upon request of the management team Monthly data collection, data entry & data analysis based on project requirements while ensuring data accuracy and reliability.
- Participate in the program’s quality, implementation, particularly through identifying weaknesses and strengths in SOS CV Kenya programs and report to the management team.
- Participate in the evaluation of the project’s results and achievements.
- Actively collaborate with Data Entry Officers and assist to updating regularly the database according to the project requirements
- Participate in project implementation & coordination meetings.
- Provide inputs to project reports and publications upon request of the management team.
- Prepare weekly/monthly schedule of monitoring and evaluation related activities.
- Provide M&E verbal and written analyzed reports on a regular basis to the management team to inform programming
- Support short-term M&E evaluators and experts as required.
Required Experience and Education Requirements/Qualifications/Abilities

- Bachelors Degree/ in Project Planning & Management/Monitoring & Evaluation/Development Studies or related discipline.
- Must have at least 2 years’ experience in Monitoring and Evaluation and Data Base Management.
- At least 2 years of working experience in a similar position with local or International NGO.
- Be able to manage multiple tasks and responsibilities;
- Experience of collecting data at community level.

Preferred Skills

- Competency in Ms. Office applications - Microsoft Excel, Word, PowerPoint;
- Good English communications skills including the ability to prepare reports (Good Reporting);
- Knowledge on working with databases and familiarity with data analysis applications;
- Team player and ability to multi-task, meet deadlines and cope with pressing timelines;
- Problem solving and basic counselling skills;
- Stress & Time management skills;
- Familiar with administrative responsibilities in an NGO setting.

Desirable attributes

- Initiative;
- Enthusiasm;
- Spirit of team work and collaboration;
- Patience and respect for dealing with project stakeholders;
- Interpersonal skills;
- Presentable;

If you believe your experience, competencies and qualifications match the job and role specifications described; send your application letter (stating current and expected pay) & updated CV (with details of at least 3 referees one of which must be immediate former employer) addressed to the National Director to reach us on or before 30th September 2018 by email to: recruitment@soskenya.org Only short listed candidates will be contacted.

*SOS Children's Villages - Kenya is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.*