CAREER OPPORTUNITY

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 programs 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 Busia.

We seek to recruit a suitably qualified person for the position of a Monitoring & Evaluation Assistant for SOS CV KE Family Strengthening program based in Busia.

Key Functions of the Job

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

- Develop and regularly review the project monitoring and evaluation plan/s
- Monitor the field activities based on the 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 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 and analyzing data at community level.
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 31st May 2019 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