

## VACANCY ANNOUNCEMENT

### **MONITORING & EVALUATION OFFICER**

Global Communities is a global development organization committed to working in partnership with communities worldwide to bring about sustainable, impactful changes that improve the lives and livelihoods of the vulnerable.

Global Communities is looking for a qualified **M&E Officer** for the Agribusiness Investment for Market Stimulation (AIMS) program designed to bolster trade by increasing access to finance and expanded markets for small and medium agribusiness enterprises.

The Monitoring and Evaluation (M&E) Officer for Kenya will work out of the Nairobi office and will be responsible for implementing and updating M&E system which will track program activities and results. The M&E Officer will maintain and update program databases in coordination with partner M&E contacts located in Tanzania and Malawi. S/he will work with Deputy Chief of Party/ Kenya Program Manager, but reports directly to the M&E Manager to ensure program data and results are consolidated, documented and updated on a regular basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Implement the Program M&E plan to ensure program activities are tracked, reviewed in line with the overall goal and implementation plan and have the desired impact to achieve program goals and objectives on time
- Take lead in program data capturing, consolidation and reporting using monitoring tools to track program specific indicators and targets
- Participate in monitoring progress, evaluating effectiveness, disseminating results of the program activities
- Support in developing trainings on and monitoring use of M&E tools to track program activities, outcomes and impact
- Adhere to compliance of M&E methodology and systems using developed tools and indicators
- Build M&E competencies of program staff and partners through training and technical assistance to ensure accurate data collection, monitoring, data analysis and interpretation, and reporting.
- Provide technical input and participate in program evaluations including mid-term and end-term evaluations
- Coordinate programmatic reporting, quality of data management and information
- Conduct regular visits to worksites to monitor the development and implementation of M&E activities and tools

- Support in the documentation of program learning throughout the life of the program including supporting report writing.
- Maintain program databases and run regular reports to monitor progress including Program Tracker
- Adhere to the Global Communities Kenya office Standards of Professionalism
- Maintain strict confidentiality of all privileged information
- Assist with any other duties as required by the M&E Manager

The duties listed above are not inclusive of all the duties of the position at Global Communities. Global Communities reserves the right to change and update position descriptions at any time.

## **EDUCATION AND QUALIFICATIONS**

- Bachelor's degree in Monitoring and Evaluation or its equivalent.

## **SKILLS AND EXPERIENCE**

- Minimum of 3 years' experience reporting applications of quantitative and qualitative information management methods of projects.
- Demonstrated experience in managing information systems and the application of quantitative and qualitative methods.
- Experience with small and medium enterprise (SMEs) engaged in agribusiness.
- Proven knowledge and experience utilizing applications for monitoring and evaluation of projects or programs.
- Strong in computer skills and in statistical software applications.
- Ability to develop and maintain positive relationships with professional contacts.
- Sensitive to NGO partner cultures and receptive to Global Communities policies and procedures.
- Strong attention to detail.
- Ability to work constructively in a team and negotiate solutions.
- Superior written and verbal communication skills and strong organizational skills.
- Strong writing skills. Ability to communicate effectively in written English.

## **LANGUAGE SKILLS**

- Excellent command of English and Kiswahili languages including written and spoken.

## **WORKING CONDITIONS**

- Based in the Nairobi Office. Occasional travel to other regions of Kenya.
- Extended periods of time sitting on a computer operating a keyboard.

Apply via email to: [kevacancies@globalcommunities.org](mailto:kevacancies@globalcommunities.org) Please Quote the position title on the email subject while sending your application, attach your CV and cover letter, to be received **not later than 24th November 2017**.

**Global Communities is an equal opportunity employer.**