



JOB OPPORTUNITY

Monitoring, Evaluation & Learning Officer, Grant Proposals

Reference: Amref/MEL/2018-01

1	Reporting to	Director, Monitoring, Evaluation & Learning
2	Department	Global MEL Department, Chief Programmes Officer's office
3	Physical location	Amref Health Africa, Headquarters

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is to bring lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries. Employing over 900 staff and with an annual operating budget of approximately \$100 million, Amref Health Africa is a knowledge resource for donors and partners. For more information on Amref Health Africa.

The Monitoring, Evaluation and Learning (MEL) Unit is part of the programme section and provides oversight, systems, support and advice to the organisation on all MEL matters in line with the organisation's vision, mission and strategic priorities and in a manner consistent with its values.

Job Purpose

As a member of the Global MEL team, the MEL Officer, Grants Proposals will ensure that monitoring, evaluation and learning is properly addressed during proposal design in line with Amref's strategy and best practices.

Key Responsibilities

Proposal development:

- Lead the development of the MEL section of grant proposals
- Provide guidance on development of indicators for proposals.
- Support the harmonization of indicators used by Amref and donors.
- Develop a MEL checklist for proposal development and facilitate the systematic application during the development of grant proposals.
- Lead the development of Results Frameworks and Monitoring, Evaluation, Research and Reporting Plans for grant proposals.
- Review proposals to ensure that all aspects of MEL issues are adequately addressed.

**Technical support:**

- Advise and support Country Offices in the use of AIMS (Amref Information Management System) for grant monitoring and reporting.
- Together with the global MEL team Provide assistance to MEL and programme staff in developing indicators, result frameworks (including logical frameworks and Theory of Change), evaluation designs and data analysis.

Organisational capability:

- Avail analytical data on Amref Health Africa's projects for capability statements.
- Participate in finalizing past-performance references.

Budget responsibility:

- Lead the development of the MEL component in the budget of grant proposals.
- Participate in the development of the MEL and BD budget at HQ.

Capacity development:

- Build the capacity of BD staff on MEL considerations for proposals.
- Exchange with MEL staff the latest developments in business development.

Skills and Competencies**Essential:**

- Excellent skills in the formulation of indicators, targets, Results Frameworks and Monitoring, Evaluation, Research and Reporting Plans.
- Good insight in budget requirements and costing for MEL.
- Ability to train on-the-job fellow colleagues on MEL for proposals.
- Strong analytical skills.
- Good team player with excellent communication skills.
- Pragmatic in approach.
- Strong writing skills.
- Experience in analysing data using a range of statistical software packages like SPSS and EPI Info.
- Excellent skills in all relevant Microsoft Office packages.
- Fluent in English (spoken and written).

Desirable:

- Proficiency in French.

Academic Requirements:

- Bachelor's degree in public health, social sciences, geography, monitoring & evaluation or similar.
- Master's degree is an added advantage.

Work Experience:

- A minimum of 5 years of experience in MEL in development settings.
- A minimum of 3 years of demonstrated experience in the development of results frameworks and Monitoring, Evaluation, Research and Reporting Plans.



- Strong experience in MEL requirements of various donors.
- Experience in operations research.

Desirable:

- A minimum of 3 years of experience in working with an INGO.

If you are the right person for the job, please submit your **motivation letter** and an **up-to-date CV with a maximum of 4 pages – both in PDF format-** to recruitment@amref.org latest by **Friday 19 October 2018**. Your application should be addressed to the *Director, Monitoring and Evaluation* and should have the mentioned *reference number* in the subject line.

We intend to have interviews with shortlisted candidates during the week of **29 October 2018**.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process.