

<b>1</b>	<b>IDENTIFICATION</b>	
<b>1.1</b>	<b>JOB TITLE</b>	<b>Monitoring and Evaluation Officer</b>
<b>1.2</b>	<b>REPORTING TO</b>	<b>Programme Manager</b>
<b>1.2</b>	<b>DEPARTMENT/PROGRAM/PROJECT</b>	<b>Global Fund Tuberculosis Project</b>
<b>1.3</b>	<b>PHYSICAL LOCATION</b>	<b>Nairobi</b>

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 for 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. For more on Amref Health Africa please visit [www.amref.org](http://www.amref.org)

Amref has been the Non-state Principal Recipient (PR) of the Global Fund Tuberculosis Grant since the year 2011. The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) through the 2018 -2021 funding cycle is supporting the country to implement high-impact initiatives that will maximise investments to make an even greater contribution towards the vision of a world free of tuberculosis. This funding will be supporting, among others, community-based tuberculosis prevention and control interventions across all counties in Kenya through sub granting eleven (36) Civil Society Organizations (CSOs).

**PURPOSE OF JOB:**

The purpose of this position is strengthening quality of implementation of the project activities by contributing to i) project coordination and ii) strengthening of the existing Monitoring, Evaluation and Research Systems.

**MAIN RESPONSIBILITIES:**

<b>KEY AREA</b>	<b>ACTIVITIES</b>
<b>Project coordination</b>	<ul style="list-style-type: none"> <li>• Co-ordinate and participate in design, planning and implementation of project activities for the entire country.</li> <li>• Participate in preparation of annual work plans and progress monthly, quarterly and annual reports relating to the project reports as per donor requirements.</li> <li>• Provide technical input in the review of reports and participate in field assessments</li> <li>• Comprehensively represent the project at consultative meetings with government (mainly clinicians at National and county level) and other key stakeholders including Technical Working Groups, progress review meetings nationally and internationally.</li> </ul>
<b>Technical Support</b>	<ul style="list-style-type: none"> <li>• Provide technical support to ensure quality programmatic implementation of the project activities</li> <li>• Develop capacity of CSOs to implement, monitor and report on grants awarded through provision of technical advice and mentorship.</li> <li>• Provide technical support in the development and writing of new concepts and proposals for fundraising</li> </ul>
<b>M&amp;E System Strengthening</b>	<ul style="list-style-type: none"> <li>• Support in Strengthening Existing M&amp;E systems in the project and Amref Kenya Country Office</li> <li>• Spearhead development of M&amp;E plans and performance frameworks, work plans and budgets for the project.</li> <li>• Monitor implementation of project activities to ensure conformance to</li> </ul>

KEY AREA	ACTIVITIES
	project objectives, work plans, budget and expected results.
<b>Reporting and Documentation</b>	<ul style="list-style-type: none"> <li>• Taking lead in data capture and reporting using monitoring tools to track project indicators as per the performance framework. This include updating Grant Management Information System, quarterly dashboards and Global Fund progress updates (PU) and Progress update and disbursement request (PUDR)</li> <li>• Providing technical input in the review of SRs reports and participate in field assessments including onsite data verification (OSDV)</li> <li>• Develop and maintain databases back up and filing systems for projects data</li> <li>• Participate in preparing monthly, quarterly and annual programmatic performance reports.</li> <li>• Support project implementation team to document, disseminate lessons learnt, and best practices.</li> <li>• Ensure compliance to internal and donor reporting requirement</li> </ul>
<b>Quality Assurance for M&amp;E, Technical Assistance and Capacity Building</b>	<ul style="list-style-type: none"> <li>• Ensure quality management of Tuberculosis related data through execution of regular data quality audits and onsite data verification exercises.</li> <li>• Capacity building of Sub Recipients (SRs) on Monitoring and Evaluation in line with grant provision, organizational systems strengthening and performance-based funding</li> <li>• Ensure compliance to internal policies, statutory requirements and donor requirements</li> </ul>
<b>Operations Research and continuous quality improvement</b>	<ul style="list-style-type: none"> <li>• Participate in operation research within the project and in other continuous quality improvement initiatives within the project and the organization</li> </ul>
<b>Organization and programme growth</b>	<ul style="list-style-type: none"> <li>• Ensure program integration and growth by participating in meetings and conferences</li> <li>• Participate in business development for programme and organization</li> </ul>

#### **MINIMUM QUALIFICATIONS REQUIREMENTS**

- University degree preferably in Nursing, clinical medicine, epidemiology or related disciplines.
- Master’s degree in M&E and public health or equivalent is an added advantage.
- At least 5 years relevant working experience
- Must be conversant with the Ministry of Health M&E tools and system, TB and HIV tools and systems
- Experience working with TB and HIV programs
- Experience working with The Global Fund programs is an added advantage.
- Experience in developing and coordinating data collection, processing and analysis.
- Experience and working knowledge with data analysis, analytics and visualization applications
- Ability to interact skillfully and diplomatically with numerous counterparts, including donors, Ministry of Health officials, local partners and other NGOs.
- Coordination and supervisory skills
- Excellent English verbal and written communication skills
- Ability to work with a great deal of independence

#### **How to apply**

Interested? Please visit our website [www.amref.org](http://www.amref.org) to view the full Job description. You will be directed to our online portal where you will need to create an account successfully in order for you to be able to submit your application. **Deadline for submission: 31st December 2020.** Please note that only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.*

*Amref Health Africa in Kenya is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking.*