



JOB DESCRIPTION

1	IDENTIFICATION	
1.1	JOB TITLE	Monitoring and Evaluation Officer
1.2	JOB GROUP/GRADE	C2
1.3	REPORTING TO	Project Manager
1.4	DIRECTORATE/UNIT	Institute of Capacity Development (ICD)
1.5	DURATION	Fixed Term – Maximum 14 months
1.6	PHYSICAL LOCATION	Kakamega

About the Institute of Capacity Development (ICD)

The Institute of Capacity Development (ICD) thrives as a cutting-edge, trendsetting, and industry-leading centre within Amref Health Africa's Pan-African programmatic footprint. ICD exists to catalyse lasting health change to communities in Africa and works alongside Amref Health Africa (Amref) country offices and programmes as well as other health development partners to improve performance and sustainability of interventions.

ICD's vision is to have a responsive health workforce in Sub-Saharan Africa, and its mission is to develop capacities of individuals, institutions, and health systems through innovative approaches for improved health service delivery. ICD, therefore, endeavours to play an integral role in operationalizing Amref's first strategic pillar through the implementation of its Strategic Plan. The pillar entails catalysing HRH to attain universal health coverage in Amref target countries in Sub-Saharan Africa. The Institute plans interventions to solve HRH sector pain points including quality and skills shortages of health workers, inadequate budgets and mentorship for HRH, poor management and governance in the sector, and meagre working environments and low comparable wages leading to brain drain.

About the Project

The *Combating Tuberculosis and Malaria in Kenya* Project is a capacity development initiative that seeks to address the prevention, diagnosis and management of TB and malaria in Kenya. Co-created by the funding partner, the Ministries of Health and key stakeholders, this **20-month project** will contribute to improving TB and Malaria indicators in six (6) counties in Western Kenya – Bungoma, Kakamega, Busia, Homabay, Siaya and Migori.

1. Main Purpose of Job

The main purpose of this position is to provide MEL technical support to the GSK TB and Malaria project (60%) as well as provide 40% support to other ICD projects in the design, development and implementation of monitoring activities with support to existing Amref MEL Systems.

2. PRINCIPAL RESPONSIBILITIES

KEY AREA	ACTIVITIES
M&E System Strengthening	Participate in the preparation of work plans, budgets, M&E plans and performance frameworks for the GSK TB and Malaria project.
	Participate in monitoring the implementation of the project activities to ensure conformance to project objectives, work plans, budget and expected results.

KEY AREA	ACTIVITIES
Reporting and Documentation	Support in data capture and reporting using monitoring tools to track project indicators as per the performance framework Including updating AIMS
	Providing technical input in the review of project reports and participate in field assessments including data verification
	Develop monitoring and evaluation tools and processes for the GSK TB and Malaria
	Develop and maintain databases back up and filing systems for project data
	Participate in preparing monthly, biannually and annual programmatic performance reports.
	Support project implementation team to document and disseminate lessons learnt and best practices.
	Facilitate review of progress on a quarterly basis and ensure problem solving through remedial actions,
Operations Research and continuous quality improvement	Provide overall technical direction for conduct of project Evaluations and Operations research as well as Review of evaluation reports
	Prepare Terms of Reference (TOR) for baseline, mid-term, and end-line surveys including methodology preparation
	Contribute to the design and facilitation of reflection and learning processes including documentation of projects successes

3. REQUIRED QUALIFICATIONS

Minimum Education and Experience

- The candidate should have a Degree in Social Science, Public Health, statistics or any other relevant Social Science discipline, with professional training in M&E.
- Minimum of 5 years relevant working experience
- Demonstrated experience and knowledge in establishing M E L systems
- Have a perfect command of monitoring and evaluation of project activities monitoring (data Analysis and interpretation, Development of monitoring tools, tracking of project indicators)

Skills

- Must be ICT proficient.
- Mentoring and Coaching
- Analytical and attention to details
- Training and mentoring skills
- Excellent computer skills including SPSS, STATA and Epi info.

Competencies

- Should have training and experience in M&E concepts and tools
- Experience in a busy health NGO will be an added advantage.
- Should have vast experience in project management, operations research & documentation, and monitoring & evaluation.
- Familiarity with database management and statistical software is essential
- Must possess strong attention to detail and facility with numeric data
- Must demonstrate ability to handle multiple tasks and produce reports on time and work both independently and in a multi-disciplinary and multicultural team environment

How to apply

Interested? Please visit our website www.amref.org to view the full JD. 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: 1 June 2021.** 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 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.