



# AMKENI – MALINDI

*In empowered society that embraces inclusivity of marginalized and sexual minorities*

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## M&E OFFICER ADVERTISEMENT

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### AMKENI PROFILE:

AMKENI is a CBO implementing key Population interventions in Malindi, Kilifi County. AMKENI’s mission is to promote quality & healthy living for marginalized & sexual minorities through integrated health services, empowerment advocacy and research. AMKENI has been implementing the Global Fund HIV grant, with biasness in key populations within Kilifi County since 2014. The interventions include comprehensive prevention programmes for the key population which are biomedical, behavioral and structural as per the National key populations’ guidelines on package of services. AMKENI is therefore looking for a dedicated and enthusiastic person to fill the following position:

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**Position title:** M&E Officer

**Reporting to:** Programme Coordinator

**Location:** Malindi, Kilifi County

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### JOB SUMMARY:

Reporting to the Programme Coordinator, the M&E Officer will be responsible for providing technical and operational support for all monitoring and evaluation activities for the organization. S/he will lead implementation of M&E tools, M&E capacity building for staff for data quality and reporting, as well as build the capacity for effective M&E system. S/he will ensure that the organization’s M&E outputs meet the needs of the organizations, and are synchronized into the national HIV M&E System and maintain accountability.

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### SCOPE OF THE ROLE:

- Organizational technical assistance
- Program Data Collection and Reporting
- Data and Information management
- Organizational M&E functions management
- Research and documentation

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### Roles and responsibilities:

- Monitor project implementation to ensure timely and quality implementation of projects vis-à-vis approved work plans, targets.
  - Conduct monthly review and verification of the Reports from the field, timely development of reports (monthly, quarterly etc.) and analysis of results to incorporate lessons learnt into recommendations.
  - Provide technical support on program and M&E initiatives for the organization including monitoring data quality, tracking the progress of activities, proper data collection, data verification and audits and storage; and ensure timely feedback to enhance data quality and reliability.
  - Spearhead the setting up and operationalization of data management systems and processes, support the assessment processes of the organization and implement actions emanating from such assessments.
  - Oversee data processing, including data transfer, entry, verification and cleaning ensuring forms are filled according to compliance protocols; and enhance data demand and use.
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- Coordinate with the other staff to ensure compliance with all program quality, reporting and contract requirements of the donor.
  - Compile monthly and quarterly reports and promote learning through supporting programmatic documentation of best practices, promising practices, case studies and lessons learnt for purposes of knowledge sharing and retention.
  - Provide M&E related support to the other staff.
  - Assist in gathering, summarizing and disseminating relevant technical updates on program planning monitoring, evaluation and operations research within the organizational projects.
  - Undertake regular visits to field locations to support monitoring and evaluation processes and develop and implement accountability processes related to the Programme.
  - Participate in all other aspects of MEAL, for example surveys, baselines, evaluations, joint projects monitoring and reviews / lessons learning workshops/events.
  - Monitor, review and update the organization's information security, including systems security, confidentiality and integrity, data and information security and security relating to transfers and disclosures in the region.
  - Ensure compliance to Monitoring and Evaluation reporting tools as well as reporting within set timelines for the implementation.
  - Perform other related duties that may be assigned by the management from time to time.

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#### DESIRED COMPETENCIES:

##### Technical:

- Practical work experience from at least one of the following areas: Accountability and Planning, Monitoring, Evaluation and Reporting
- Knowledge and/or experience on working with the LGBTQI community.
- Demonstrated strong data management, information management and database management skills.
- Excellent interpersonal skills necessary for interactions with all stakeholders.
- Must be a self-starter and possess strong analytical and problem-solving skills
- Demonstrated ability to organize and work independently as a leader and as part of a team.
- Sound IT knowledge i.e. computer proficiency in word processing, database, spreadsheet and graphics presentations.
- Excellent data analysis skills i.e. Ability to compile clear and well-argued assessment and project reports. A high level of written and spoken English.
- **Accountability:** Holds self, team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- **Ambition:** Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- **Collaboration:** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters, approachable, good listener, easy to talk to
- **Creativity:** Develops and encourages new and innovative solution and willing to take disciplined risks
- **Integrity:** Honest, encourages openness and transparency.
- **Delivering results** - Puts in the extra effort. Analytical with attention to detail. Monitors and changes plans to achieve end goal. Makes unpopular decisions if necessary. Manages risks.

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**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or diploma in Program Management, M&E, statistics, Information Management, Public health or equivalent qualifications
- Applicable knowledge working with statistic databases such as MS Excel, SAS, STATA, SPSS etc.
- At least 3 years of experience in the design and implementation of M&E/MIS in community development projects implemented by local/national /international NGOs/UN bodies/Government

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*Interested applicants who meet the above qualification should send an application and CV, information on current salary, copies of their credential and contact details of three referees by 19<sup>th</sup> July 2021 to:*

The Human Resource Manager,

AMKENI MALINDI,

PO BOX 5438-80200

Silver Sands Road, Malindi.

**And/or**

[info@amkenimalindi.org](mailto:info@amkenimalindi.org) / [amkeniyouth22@gmail.com](mailto:amkeniyouth22@gmail.com)