

Job Vacancy Announcement

• Job Title: Monitoring and Evaluation Officer (M&E Officer)
• Organization: Watu Center for Health and Advocacy (WACHA)
• Duty Station: Mombasa, Kenya
• Reports to: Director
• Job duration: 10 Months full time renewable contract. Beginning date 1ST February 2022.

About WACHA CBO

Watu Center for Health and Advocacy (WACHA) is a registered Community Based Organization with the Ministry of Gender and Social Services in the year 2014. The organization is working the Kenya Coast in Mombasa and Kwale Counties.

WACHA Focuses on improving holistic health HIV prevention, mental health, sexual reproductive health rights and wellbeing by supporting people to live healthy and fulfilling lives, we believe a healthier community where everyone is able to maximize their potential and be as independent as possible.

WACHA CBO will be undertaking HIV prevention among the MSM/ MSW in Mombasa County project under USAID funding through LVCT Health Stawisha Pwani Project.

MAIN DUTIES AND RESPONSIBILITIES

- To supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way
- To analyze and discuss findings based on regular monitoring data
- Provide technical support on M&E and evidence-based recommendations to the Project Manager and the Director.
- Ensure that implementation of field activities adheres to WACHA CBO's monitoring and evaluation system
- Participate actively in programme planning process and budgeting of the programme quality and fundraising unit
- Support WACHA CBO team in developing the annual and six monthly organizational reports and in dealing with any other tasks as may be required

SPECIFIC RESPONSIBILITIES

1. Monitoring

- 1.1 Develop project monitoring plan (PMP) of the project in line with project USAID and consulting with programme team and partners
- 1.2 Coordinate with implementing partners (LIPs) for collecting data against agreed indicators
- 1.3 Engage with WACHA CBO team to collect and manage essential data
- 1.4 Ensure quality of data collected
- 1.5 Provide feedback to programme teams on projects' performance based on monitoring data findings
- 1.6 Assist Program team in building capacity of its team on Planning, Monitoring and Evaluation (PM&E)

2. Evaluation

- 2.1 Assist Program team in designing, coordinating and conducting project evaluations (mid-term and end-line)
- 2.2 Assist Program team in designing and conducting Post Implementation Monitoring Survey (PIMS)
- 2.3 Assist Program team in conducting Programme Data Review
- 2.4 Support partners in designing and disseminating project lessons by providing relevant input

3. Reporting and Documentation

- 3.1 Assist Program team in developing daily, weekly, monthly, quarterly, six month and annual reports
- 3.2 Develop and share field visit reports with relevant staff and department

4. Planning

- 4.1 Assist Program team during multi-year plan and budget (MPB) process to develop a good quality MPB for the programme
- 4.2 Assist Program team in reviewing project plans during MPB process
- 4.3 Ensure quality of data/ statistics in project plans

5. Learning and Sharing

- 5.1 Share learning from M&E process with the wider team
- 5.2 Support staff in improving learning and sharing mechanisms in the project
- 5.3 Promote culture of two way learning in the organization

6. Contribution to Effectiveness of the Programme

- 6.1 Work collaboratively with different programmes for strengthening integration and cross-learning
- 6.2 Proactively volunteer for various team activities
- 6.3 Show an eagerness to take on any other tasks assigned by the line manager

Professional Qualification

Bachelors' degree in any social or natural science discipline

Knowledge and understanding of project monitoring and evaluation

Understanding of the current M&E trends and especially M&E systems in development organization's

Experience

Minimum at least 2 years' experience in monitoring and evaluation with at least 1 year with some non-governmental organization

Experience in monitoring and evaluating HIV projects

Experience of field data collection

Experience of report writing

Skills

Monitoring and evaluation techniques and processes

Data collection and management

Analytical and research skills

Good command over report writing in English

Good interpersonal skills

Excellent computer knowledge with command on MS Excel among other packages of MS Office

Others

Time management and ability to priorities multiple tasks

Self-motivated person able to work without close supervision

Able to work effectively in a diverse team environment

Able to effectively promote WACHA CBO's mission values, and objectives

b) Competencies/Abilities/Skills Required

- Ability to cultivate constructive relationships
- Strong interpersonal and public relation skills and able to work with people from diverse backgrounds.
- Able to work independently and effectively under pressure.
- Excellent verbal and written communication skills
- Strong coordination skills and strong team orientation.
- Strong community mobilization skills.
- Strong networking skills.

- Experience working with LGBTI organizations and individuals.
- Ability to work independently as well as in teams and meet deadlines.
- Fluency in English and Swahili.
- Computer literate and more so with, excel, MS Office, Suite, e.t.c.
- Flexibility and accessibility outside of work hours to address questions or concerns.
- Sound knowledge on legal and health Human Rights issues facing the Lesbian, Gay, Bisexual and Transgender Community in Kenya.

C) Others

- Time management and ability to priorities multiple tasks
- Self-motivated person able to work without close supervision
- Able to work effectively in a diverse team environment
- Able to effectively promote WACHA CBO's mission values, and objectives

Female applicants, applicants from marginalized groups and applicants with disabilities are encouraged to apply.

APPLICATION PROCEDURE Interested candidates are requested to submit the following documents:

1. A cover letter
2. Curriculum Vitae (CV)
3. Contact details for two (2) referees.
4. Current salary and salary expectation.

Only short listed candidates will be contacted Application details:

The applicants to reach The WACHA CBO

NOT later than **5:00PM 20th January 2022** through the following email address

(executivedirector@wachahealth.org/ copy wachahealth@gmail.com)