



ADVERTISEMENT

Position Title:	MONITORING & EVALUATION OFFICER – M&E/KEEP/01/2018
Contract Term:	Full-time, 1-year contract with possibility for extension
Duty Station:	Dadaab

BACKGROUND

Windle International - Kenya (WIK), a member of Windle International, is a non-profit organization with a mission to transform society through education and training. We are currently working with the World University Service of Canada (WUSC) to implement the second phase of the Kenya Equity in Education Project (KEEP) which will improve transition, retention and performance of marginalized girls in primary and secondary school in refugee camps and surrounding host communities in northern Kenya. KEEP is funded by the United Kingdom Department for International Development (DFID) under the Girls Education Challenge Fund.

Windle International - Kenya is seeking a suitable candidate to fill the position of a **Monitoring and Evaluation (M&E) Officer** based in Dadaab.

KEY AREAS OF RESPONSIBILITY

The M&E Officer will be responsible for designing and implementing the M&E activities of the Project; supporting the project team in data management and compilation of qualitative and quantitative reports and monitoring project activities.

In addition, the M&E Officer will:

- Review the Monitoring plan and ensure proper tracking of agreed upon performance indicators, targets and timelines for project success
- Assist in the development of tools for ongoing project data collection and ensuring collected data is organized in a logical manner for presentations and external consumption
- Support, design and develop qualitative and quantitative study instruments whenever required
- Participate in monitoring missions by donors and implementing partners to the field and provide technical and contextual information for purposes of verifying project performance
- Participate in the tracking of project beneficiaries receiving targeted support and advise on efficient and effective delivery
- Provide monthly, quarterly and annual narrative progress reports that contain detailed description of work done against agreed upon implementation plans for the reporting period.

QUALIFICATIONS

The candidate should meet the following minimum requirements:

- A university degree in social sciences, development studies, statistics, economics or related field, such as operations research, quantitative analysis, etc.
- Proven experience with M&E methods and approaches, planning and implementation of M&E systems, information/data analysis and report writing
- Thorough familiarity with principles and current approaches to M&E using both quantitative and qualitative methods;
- Demonstrated M&E field experience: skilled in collecting, manipulating, synthesizing and analyzing data
- Experience in designing tools and strategies for data collection, analysis and production of reports

Qualified Candidates should submit their résumé with a covering letter, copy of National Identity card and copies of certificates quoting the reference number M&E/KEEP/01/2018 to: applications@windle.org OR Human Resource Department, Windle International - Kenya, P O Box 40521-00100 on or before Monday 6th February, 2018.

All soft copy application documents **MUST** be submitted as one continuous document in either PDF or Ms. Word format and this document clearly bear the applicant's names.

Windle International - Kenya's selection processes reflect our commitment to equal opportunity regardless of one's gender, disability, religion or ethnic affiliation. We work in schools and are committed to safeguard children from abuse.