

ADVERTISEMENT – EMPLOYMENT OPPORTUNITIES

Position Title: MONITORING & EVALUATION OFFICER — ANTICIPATED FUNDING
Contract Term: Full-time, 1-year contract with possibility for extension
Duty Station: Dadaab Refugee Camp & Kakuma Refugee Camp
Ref: WIK/M&E-O/16/2022

BACKGROUND

Windle International Kenya (WIK) is a humanitarian education organization providing education to refugees and needy Kenyans. WIK was founded in 1977 with the belief that good education was essential if Africa was to meet the challenges it faced. We are working with communities in Dadaab, Fafi, Wajir South, Turkana West, Dadaab Refugee Camp, Kakuma Refugee Camp and Kalobeyei Settlement on education projects.

Windle International - Kenya is anticipating funding and plans to recruit two suitable candidates to fill the position of **Monitoring and Evaluation (M&E) Officers** based in Dadaab Refugee Camp and Kakuma Refugee Camp.

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:

- Contribute to the development of monitoring and impact indicators for the project's success
- Assist in the development of databases of the project and ensuring data is organized in a logical manner for presentations and external consumption
- Support, design and develop qualitative and quantitative study instruments whenever required
- Train key programme staff in the use and management of data
- Participate in monitoring missions by donors 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
- Play a lead role in the management of data entry and cleaning tasks (verifying entries, confirming field details and analysis related to cleaning).
- Perform regular school visits to ensure the quality of data collected by the project
- Participate in the development of monthly, quarterly and annual reports

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 in education programmes
- 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 analysing data
- Excellent computer skills including use of M & E Software: SPSS, STATA or Epi Info
- Experience in designing tools and strategies for data collection, analysis and production of reports

If you wish to apply for this position, please submit your application through the following link <https://forms.gle/7Nv2AbVZK8QVHHTx7> Deadline for applications is **Thursday 22nd September 2022**.

Please note that only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

Windle International – Kenya 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. Female candidates are strongly encouraged to apply.

Executive Director

Windle International Kenya