

URAIA TRUST
JOB DESCRIPTION

MONITORING AND EVALUATION PROGRAMME OFFICER

Job details

Job title: Monitoring and Evaluation Officer

Supervisor/Manager title: Head of Programme Support

Department: Programmes

Location: Nairobi

Job summary

The jobholder is responsible for execution of programme activities to enhance the efficient delivery of Uraia's civic education and engagement activities in line with its mission. A key part of this role involves supporting the facilitation of efficient research and documentation, learning, monitoring and evaluation of Uraia's programmes.

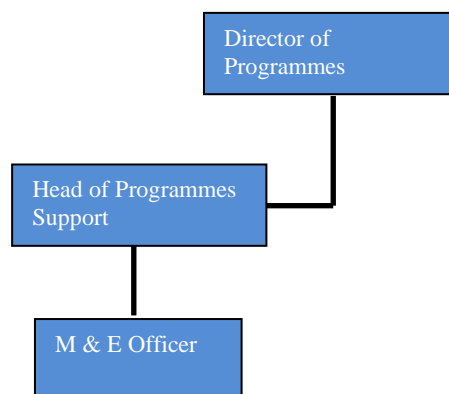
Key responsibilities

- Improve and implement the monitoring and evaluation framework in consultation with Uraia Senior Management Team and provide support in day to day management of the Uraia monitoring and evaluation framework.
- Support and/ or participate in research necessary to ensure the undertaking of evidence led interventions by Uraia.
- Ensure the innovative and effective use of information technology in support of Uraia's monitoring and evaluation activities.
- Provide support in development of work plans, programming and budget review for programme activities.
- Undertake the learning, monitoring and evaluation activities of Uraia in liaison with the Institutional Transformation Manager.
- Provide support in implementation of capacity building initiatives of Uraia's programmes.
- Manage all monitoring data and information and facilitate analysis of the same for use in programming.
- Support the management of Uraia implementing partners to ensure uptake of result-based management approaches.
- Facilitate the documentation of learnings /Stories of Change.
- Any other duty as may be assigned by the Head of Programme Support.

Focus areas of responsibility - % of time spent

- Planning, Research, learning, monitoring and evaluation activities - 70%
- Reporting - 20%
- Administration - 10%

Organisational positioning



Academic and professional qualifications

- Minimum of a Bachelors degree in Social or Development Studies
- Additional training and qualifications in undertaking MERL of development programmes will be an added advantage.

Experience

- Minimum of 5 years' experience in programme implementation with a specific focus in monitoring, evaluation, research and learning is essential.
- Demonstrated work experience in democracy and governance sector will be desirable.

Additional Skills

- Planning and coordination skills
- Interpersonal skills
- Problem solving and analytical skills
- Excellent presentation, oral and written communication skills
- Quality orientation abilities

Core technical skills required for the role

- Programme and project implementation
- Monitoring, evaluation, research and learning
- Management of project budgets