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## ADVERTISEMENT

UNTOLD KENYA is a Multi-Centered Christian NGO that exists to empower people to live a life beyond HIV/AIDS. With our Headquarters in Limuru town, we have extended our services in five other regions in Uganda and Tanzania.

We are seeking to fill a vacant position of a **Monitoring Evaluation Accountability & Learning (MEAL) Officer** to be based in **Mombasa**.

### Job Purpose

The Monitoring Evaluation Accountability and Learning Officer is responsible for the development and the implementation of appropriate and viable appraisal, monitoring and evaluation systems that are in line with the UNTOLD's MEAL procedures, and contributing to ensuring that UNTOLD's programs perform as planned.

### Key Responsibilities

#### 1. Monitoring and Evaluation Systems

##### 1.1. Technical and Systems Development

- a) Contribute to the development and updating of the MEAL strategy, the consolidated MEAL work plan, and frameworks for all ongoing programs.
- b) Ensure that MEAL findings are reflected, and their recommendations are incorporated in future program designs and implementation plans.
- c) Implement the MEAL policies and procedures and make sure that the tools are followed as applicable.
- a) Contribute to an effective roll-out of M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed.

##### 1.2. MEAL Implementation and Management

- a) Develop the ToRs and mission plans and carry out assessments, monitoring, and evaluations (baselines, mid-terms, endlines) as reflected in the ToR and mission plan.
- b) Develop and oversee the implementation of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans.
- c) Closely supervise data collection activities and ensure that data collection teams are organized and resourced as needed, and that they deliver as per field mission plans and according to data quality standards.
- d) Maintain electronic and/or paper-based MIS systems for tracking and reporting all quantitative data and information.
- e) Analyze MEAL data and produce reports, factsheets with useful statistical analysis and presentation (charts, tables, histograms, box plots) as necessary in a timely manner.

- f) Measure and report on qualitative and quantitative input, process, output, outcome, impact, objective, and goal-level performance indicators for all programs.
- g) Provide MEAL related capacity building and awareness to staff, and partners as appropriate.
- h) Represent UNTOLD in different forums on MEAL related issues when required.

## 2. Learning

- a) Contribute to proactive dissemination and use of knowledge gained through MEAL activities among UNTOLD staff and partners.
- b) Contribute to the capture of best practices and lessons learnt through the programs as required.
- c) Document and share the lessons learnt and best practices on time and ensure that the knowledge gained contributes to the improvement of programs.
- d) Support program implementation and improvement by providing timely information around program successes to be scaled up as well as challenges to allow 'course correction' throughout life of the program.

## 3. Beneficiary Complaints and Response Mechanism

### 3.1. Contribution to the Beneficiary CRM

- a) Contributing to the implementation of the beneficiary Complaints and Response Mechanism (CRM) in line with UNTOLD standard beneficiary CRM procedures.
- b) Support proper management of the project CRM central database.
- e) Support building capacity and understanding among UNTOLD staff, partners and contractors on beneficiary accountability and CRM.

## 4. Team Management

- a) Manage MEAL Enumerators delineating their responsibilities and follow-up the work plans and day-to-day activities.
- b) Ensure a positive working environment and good team dynamics.
- c) Manage interpersonal conflicts among team members.
- d) Undertake regular appraisals of relevant staff.
- e) Identify the MEAL training needs of team members and discuss plans with the immediate supervisor for both internal and external training.
- f) Coach, train, and mentor Enumerators with the aim of strengthening their technical capacity, exchanging knowledge within the MEAL team.

## 5. Other

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members.
- b) Perform any other related activities as assigned by immediate supervisor.

## Minimum Requirements

1. Bachelor's Degree in statistics, social sciences or closely related to field.
2. Proficient understanding of MEAL, including the ability to work effectively with tight timelines, high quality standards, and demanding, potentially overlapping priorities.
3. Experience of social research methods to conduct monitoring and evaluation for humanitarian and development initiatives/interventions.
4. Excellent analytical skills to interpret qualitative and quantitative data and discern useful recommendations for programme implementation and development.
5. Proficiency in mobile data collection (design, deployment, and monitoring) is highly desired.
6. Statistical analysis and IT skills, including use of SPSS/R/Stata and Excel for data analysis.
7. At least 3 years of work experience in a similar field; former experience with NGO is an asset.
8. Good English communications skills (both oral and written).
9. Strong team player of high integrity, pleasant personality, ability to work under least supervision and meet strict deadlines.
10. High level of integrity, transparency, and honesty.
11. Applicants must be born again and an active member of a local Church.
12. Understand and adhere to the UNTOLD Statement of Faith.

If you meet the criteria, we invite you to apply for this exciting opportunity by sending your application letter, CV and other credentials to [recruitment@untoldglobal.org](mailto:recruitment@untoldglobal.org) by **Friday 22<sup>nd</sup> March 2024**. UNTOLD is an equal employer and canvassing will lead to disqualification. Subject Line: **MEAL Officer – Mombasa**