

## VACANCY ANNOUNCEMENT – MONITORING AND EVALUATION OFFICER

SOS Children's Villages in Kenya is a member of the SOS Children's Villages International (CVI) Federation. SOS Children's Villages is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization's vision is "No child should grow up alone" and its programmes are driven by the mission of "building families for children in need, helping them shape their own futures and sharing in the development of their communities". In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities and build strong institutions as laid out in SDGs 1, 4,8,10 and 16.

This is done through programmes that are geared towards addressing the political, economic, health and social root causes that lead to high levels of child vulnerability and put families at risk of breaking down. The programmes focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health Care and Advocacy.

SOS Children's Villages in Kenya implements programmes in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu and Meru. We seek to recruit suitably qualified person to fill the position of **Monitoring and Evaluation Officer (National Office)**

### **MONITORING AND EVALUATION OFFICER – NATIONAL OFFICE NAIROBI (1 position)**

**Position summary:** Reporting to the Monitoring and Evaluation Coordinator, the Monitoring and Evaluation Officer will provide technical support to SOS Children's Villages in Kenya Locations as they implement the organization Monitoring, Evaluation and Learning Framework. S/He will support the locations in the development of monitoring and evaluation (M&E) plans and their implementation, puts in place programme quality management measures. The incumbent plays a key role in capacity building of key staff; including trainings on Results Based Management Approach to monitoring and evaluation.

### **Key performance areas and main responsibilities**

- 1. To support in tracking program quality in line with SOS Children's Villages policies, procedures and guidelines**
  - Provide support to Program Directors, National program managers with input to develop M&E elements of Concept Notes and Results Frameworks.
  - Support M&E Assistance to adhere to provision of monitoring plans, and report against RBM Planning templates
  - In Liaison with the national office M&E Coordinator, improve the M&E system by seeking stakeholder inputs through consultations with practitioners in other organizations.
  - Identified opportunities for operations research and undertake such studies during program reviews at the location
  - Support the national M&E Coordinator in M&E capacity development of the location teams for efficient program delivery

- On regular basis, monitor program implementation progress against the baseline survey.
- Keep abreast of the latest developments in M&E and network with other organizations for best practices and technical assistance.
- Ensure quality assurance of all project reports (ensuring donor reports precisely respond to the reporting indicators and requirements)

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- Support M&E Assistants to conduct Routine Data Quality Assessment (RDQA) in compliance to internal, requirements and implement the recommendations
- Make monthly performance presentation of standard indicators per location to support assurance of quality
- Follow up with locations to ensure that data is regularly updated as per the data updating timelines
- Consolidate and maintain the MA lessons learned log
- Support location through troubleshooting of Program Database challenges as reported by location staff.
- Support the National M&E Coordinator to M&E activities included in the M&E Annual Work Plan with particular focus on results and impacts
- At all times ensures that personal data of donors, sponsors, SOS CV beneficiaries and their families as well as SOS co-workers is handled confidentially and in accordance with prevailing SOS-Kinderdorf International data protection laws as well as the Kenya Data Protection Act 2019

**3. Ensure at all times compliance to key SOS Children's Villages Policies and guidelines.**

- At all times, avoid actions or behaviour that could be construed as poor or potentially abusive practice. Whatever decisions and actions taken should be with the best interest of the child in mind.
  - At all times ensure that personal data of donors, sponsors, SOS Children's Villages in Kenya beneficiaries and their families as well as SOS co-workers is handled confidentially and in accordance with prevailing National and SOS-Kinderdorf International data protection laws.
  - Provide support to SOS CV Kenya's advocacy agenda in all programmes, initiatives and activities.
4. Performs other tasks as assigned by the immediate supervisor

**Required Qualifications/Abilities**

- 1) A minimum of a **Bachelor's degree in Project planning & management** / Development Studies or related disciplines.
- 2) Prior experience with performance monitoring and evaluation for development programs, including developing performance indicators, data collection and analysis.

- 3) At **least 4 years'** progressive experience in the development and implementation of Planning, Monitoring & Evaluation policies & processes in a multi sector programme environment.
- 4) Previous experience in child focused organizations is an added advantage.
- 5) Skills and experience with numerical methods, database management and MS Excel.
- 6) Strong analytical skills and excellent oral and written communication skills.
- 7) Excellent interpersonal skills and a team player
- 8) Strong report writing skills.

### **Child Protection Policy**

At all times, avoid actions or behaviour that could be construed as poor or potentially abusive practice. Whatever decisions and actions taken should be with the best interest of the child in mind.

### **Data Protection Policy**

At all times ensure that personal data of donors, sponsors, SOS Children's Villages Kenya beneficiaries and their families as well as co-workers is handled confidentially and in accordance with prevailing SOS-Kinderdorf International data protection laws.

### **HOW TO APPLY**

If you believe your experience, competencies and qualifications match the job and role specifications described; send your application & updated CV (**with details of at least 3 traceable referees one of which must be immediate former employer**) to [recruitment@soskenya.org](mailto:recruitment@soskenya.org) addressed to the **Human Resources Manager** to reach us on or before **19<sup>th</sup> March 2023.**

SOS Children's Villages in Kenya holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace, code of conduct and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasize to assessing candidates value congruence and thorough background checks, police clearance reference check processes.

SOS Children's Villages in Kenya is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.

*Only shortlisted candidates will be contacted.*