



JOB DESCRIPTION

Job Title:	Monitoring & Evaluation Assistant
Company:	Self Help Africa
Department:	Programmes
Location:	Nairobi
Reports to:	Programme Manager
Benefits	21 days annual leave, Medical Insurance, 10% Employer pension contribution and 25% leave allowance
Expected Travel	National level travel will be required
Job Purpose:	The Monitoring & Evaluation Assistant will support the Programme Manager in effective planning, implementation and reporting of monitoring, evaluation and learning related activities of the Programme. S/He will be responsible for developing programme related M&E systems, tracking performance indicators, development of data collection tools, data collection, analysis and reporting. Provides accurate analysis and presentation of information to enhance SHA's position as a strong development partner.
Key Responsibilities:	<ol style="list-style-type: none"> Ensures planning and implementation focusing on overall M&E framework of the programme: <ul style="list-style-type: none"> Assist in the development of the programme's Monitoring and Evaluation plan and its effective and efficient implementation Develop measurement methods and identify data sources for project performance and impact indicators, in conjunction with the M & E Coordinator and programme team Provide quality assurance through the development and implementation of SHA's M&E system Assist with the development of a consolidated quarterly reporting with designated sections for each project component Assist in the undertaking project baseline surveys, IHM, Livelihood Zoning, QUIP and progress surveys (appropriate sample size and sampling survey methods and data collection procedures, data verification though, periodic site visits, where appropriate provide or facilitate necessary training) Support the Programme Manager in preparing annual work plans and associated budgets for M&E related activities Ensure proper monitoring reporting focusing on achievement of programme results: <ul style="list-style-type: none"> Draft regular M&E project reports and assist in the preparation of project evaluation and/or review reports Contribute to quarterly, annual and other reports required by SHA and/or the donor Ensure that project data are entered and updated on a timely basis In liaison with the Communication Officer ensure accurate data in press releases, media and project webpages, as needed Contribute to human interest stories (most significant change) In liaison with the Programme Manager, ensure that lessons learned are fed back into project implementation Provides support in ensuring facilitation of knowledge building and

	<p>knowledge sharing on achievement of the following results:</p> <ul style="list-style-type: none"> Facilitate capacity building & contribute to development of the knowledge management system Contribute to knowledge networks and communities of practice. <p>Any other duties as assigned by the M&E Coordinator.</p>
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> M & E Programme Coordinator - Kenya Head of M&E and M&E Advisor - HQ Head of Programmes Portfolio Managers Head of Finance and Administration Communication Officer <p>External</p> <ul style="list-style-type: none"> Partner organisations, Government Ministries/ departments, Other like-minded organizations and institutions
Knowledge and Experience:	<ul style="list-style-type: none"> At least 3 years relevant working experience in Monitoring and Evaluation in Donor funded Project Has excellent knowledge and practice on project cycle management Demonstrated skills in result-based M&E frameworks, indicators tracking, M&E systems development, Development of data collection tools, data analysis and report writing. Familiarity with database development/management and statistical analysis Practical/ Field experience in data collection, analysis & data quality control. Excellent knowledge of Windows environment (Word, Excel, Power Point, Access)
Qualifications/Other Requirements:	<ul style="list-style-type: none"> A first degree in Agricultural Economics, Development Studies, Project planning & management, Monitoring & evaluation or other related discipline from a recognized university.
Role Competencies:	<ul style="list-style-type: none"> A strong commitment to the aims, objectives and values of SHA Kenya Demonstrating/safeguarding ethics and integrity Demonstrate organization knowledge and sound judgment Self-development, initiative-taking Acting as a team player and facilitating team work Facilitating and encouraging open communication in the team, communicating effectively Learning and sharing knowledge and encourage the learning of others

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

This Job Description has been read and clearly understood.

Signed: _____

Name and Date: _____

Self Help Africa is committed to equal employment opportunities