



## CATHOLIC DIOCESE OF KITUI

### VACANCY ANNOUNCEMENT

Catholic Diocese of Kitui - Caritas is currently looking for a qualified candidate to fill the position of **Assistant Monitoring and Evaluation officer**.

#### **Job Purpose**

The incumbent will offer assistance to the technical support in the monitoring and evaluation of projects and activities within the Catholic Diocese of Kitui.

The incumbent will work under the Monitoring and Evaluation officer and will be responsible for supporting M&E initiatives for the Diocesan programs. She/he will provide effective and efficient support through the lifecycle of projects and programmes. He/She will also be responsible for ensuring policies and procedures for all diocesan institutions, meet minimum standards against the diocesan secretariat standards.

She / he will; ensure accurate and valid data management, undertake data entry, and ensure that essential and ongoing M&E data is properly accounted for. The M &E Assistant will also oversee special studies, contribute to study reports, and to regular reporting.

#### **Required qualifications and experience**

- A Bachelor's degree in Statistics or a related field with at least two years of experience in monitoring & evaluation.
- Experience in M&E capacity building for individuals and organizations required.
- Previous M &E experience in a donor funded program desired.
- Proficiency in evaluation design and development of indicators; designing and conducting small-scale operations research studies; and good working knowledge of descriptive and inferential statistics required.
- Experienced in conducting statistical analysis using statistical software (SPSS preferable).
- Willingness to learn and collaborate with others.
- Strong communication, interpersonal, and organizational skills.
- Must be a conversant with catholic social teachings.

If you believe you meet the above requirements and are interested in this position, please send your application together with a detailed curriculum vitae which should have at least three (3) referees to the address or email below so as to reach us not later than **Sunday 30<sup>th</sup> January 2016**

Human Resources Officer  
Catholic Diocese of Kitui  
P.O. Box 300 – 90200  
KITUI

Or email to: [hr@dioceseofkitui.org](mailto:hr@dioceseofkitui.org)

**Only short-listed candidates will be contacted**