



VACANCY ADVERTISEMENT

JOB TITLE: Monitoring & Evaluation Assistant
DEPARTMENT: CARITAS
REPORTS TO: Monitoring and Evaluation officer.

The Monitoring and Evaluation Assistant officer will report to the *Monitoring and Evaluation officer*. He/ or She will be a member of the Resilience/livelihoods Project team ensuring the Quality delivery of Catholic diocese of Kitui – Caritas Kitui resilience work in Nguni and Ngomeni Wards in Mwingi Central and Mwingi North respectively.

Job Responsibilities

- Work closely with 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.
- Attend regular field visits in order to effectively monitor programmes, ensure all documentation regarding key decisions made on projects/programmes is provided accurately.
- Make continuous informal observation of the project implementation, noting and reporting any problems, successes and suggestions for improvement.
- Monitor defined indicators and develop efficient working procedures to ensure appropriate preparation, implementation and follow-up of internal and external program evaluations
- Prepare high quality reports as per stipulated guidelines and within the agreed deadlines.
- Document the project's best practices for scaling up and application.
- Ensure accurate and valid data management, undertake data entry, and ensure that essential and ongoing M&E data is properly accounted for. He/She will also oversee special studies, contribute to study reports, and to regular reporting.
- Monitor, evaluate and document results in the various programmatic activities for effective implementation, reporting and learning.

- Support and contribute to the development of the Projects Implementation Plan (PIP), ensuring alignment with programme /organization strategy, agreement on programme indicators and inclusion of monitoring and evaluation activities in the work plans.
- To guide and coordinate the development of programme log frames,

Requirements

- Degree in Statics / Project Management
- At least three years' experience in community development work.
- Advanced knowledge and experience of standard Monitoring and Evaluation procedures and tools
- Training in monitoring and evaluation
- Good computer skills (Microsoft word,Excel,Access and statistical software packages)
- Proficient organization and time management skills.
- Excellent team working skills and ability to provide leadership to ensure smooth running of the project.
- Strong oral and written communication, facilitation and interpersonal skills.
- Exposure to a wide range of information management systems related to humanitarian/development and/or operational activities
- Experience working with donor funded projects.
- Must be conversant with Catholic Social Teachings

Interested applicants are requested to submit their CVs including contact details for three referees (one of the Referee must be a Pastor or Priest) and a covering letter explaining why they are best suited for this particular position before Close of Business on 21st October 2016.

Online via: hr@dioceseofkitui.org

OR

Letter addressed to
Human Resources officer,
P.O. Box 300 - 90200
Kitui.

NB: Only Shortlisted candidates will be contacted.