

MEAL Coordinator at World Vision Kenya

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Location: Kenya

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Job Description

World Vision is an international Christian relief, development and advocacy organisation working in almost countries world-wide to create lasting change in the lives of children, families and communities to overcome poverty and injustice.

Duties And Responsibilities

Program Planning:

Together with the consortium partners and secretariat technical teams, organize and facilitate Strategic/multiyear Plans/designs and budgets for the overall program

Support review and update log frames, M&E Plans, Program indicators and periodic targets and detailed implementation plans.

Support the development of clear and implementable work break down structure for respective program activities as needed

Support the finance team to ensure realistic scheduling of program activities and budgets

Identify and document the program assets and produce a Remote Sensing /GIS activity /program map.

Implementation, Technical Support and Quality Assurance

Coordinate the successful roll out and implementation of all MEAL related initiatives in the program sites and by all consortium partners (All counties)

Disseminate clear business processes for respective MEAL components to ensure consistent application and adherence to standards.

Develop and support implementation of program MEAL annual calendars

Lead the process of capacity assessments and capacity building for staff and for potential local partners.

Ensure that respective staff and WVK implementing partners are provided with requisite MEAL technical support to perform.

Coordinate effective implementation of program Activities in collaboration with key partners, technical leads and the Program Director at the secretariat

Coordinate and facilitate timely review and sharing of all program documents; plans/designs and reports.

Monitoring, Reporting And Accountability

Establish and operationalize a digital data collection and beneficiary tracking system and database

Take lead in the design of a monitoring framework to track delivery against program targets/objectives.

Coordinate Monitoring activities of WVK and its implementing partners.

Coordinate, participate and report on technical field monitoring visits.

Ensure mechanisms for collating, & analyzing data, synthesizing information, updating the monitoring matrix and other monitoring systems are in place.

Ensure timely dissemination of monitoring data to key stakeholders for management decision making.

Support remote sensing and GIS Mapping of Program initiatives

Ensure the development and appropriate use of information management systems in compliance with WV Kenya, GOK, and donor and in line with partnership agreements.

Coordinate the compilation and submission of program management reports as per WV

standards and donor requirements.

Support establishment of accountability mechanisms for the program to enhance information sharing, complaints management and timely feedback flow.

Research, Learning and Knowledge Management

Coordinate periodic reviews/evaluations of the program interventions using appropriate methodologies (such as LQAs) to determine achievements

Ensure that the program assessments, feasibility studies and or characterization processes are conducted in a timely manner and quality reports are produced as per standard.

Coordinate inter-county exchange meetings on MEAL for lessons learnt and upscale to regional and secretariat level intervention

Establish effective knowledge management (KM) mechanisms including documentation and sharing of innovative/promising/best practices or lessons learned and impacts.

Organize and conduct learning forums/events at regular points to facilitate learning by the partners

Facilitate ongoing and collaborative learning within WVK and partners based on key data from the performance management system.

Qualification, Knowledge And Skills

The holder of this position must have a Bachelor's Degree in Social Sciences, Natural Resource Management, Climate Change, Economics/statistics, or equivalent degree in a relevant field;

A master's degree in project planning and management, NRM, Climate Change, M&E or Statistics is an added advantage

At least 7 years professional experience in Project/ Programme design implementation, M&E and quality learning cycles

Results orientated person able to manage and satisfy multiple and at times conflicting organizational, donor and other stakeholder demands;

Experience in the execution of development cooperation projects and consortiums

Post graduate training in Program Planning and Management, M&E or Statistics, information Science, Climate Change/ Natural Resource Management or related studies is an added advantage

Must also have ample experience in Public relations and be a strong team player

Statistical training certification especially on data analysis, advanced excel, SPSS, On-line data collection platforms

Ability to build capacity of staff on relevant technical fields;

Ability to take initiative, solve complex problems, exercise independent judgment;

Ability to work with minimum supervision;

A team player, capable of building staff and partners in climate change and natural resource management

Cross-cultural sensitivity, and emotional maturity

Ability to maintain performance expectations in diverse cultural contexts;

Excellent English communication skills (both oral and written).

Experience working in arid and semi arid and interfaith contexts.

Office based environment with frequent travel to the field;

Travel required: up to 50% domestic travel and occasional international travel

Available to represent MEAL issues at critical functions and moments as needed;

On call to serve on emergency and crisis response team and;

Available to serve on other teams and working groups as requested.

Committed Christian who is able to stand above denominational and cultural diversity challenges

Ability to provide spiritual leadership within but not limited to chapel and daily devotions;

Outstanding oral and written communications and relationship skills,

Excellent coordination and conflict management skills and

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