

Monitoring, Evaluation, Accountability & Learning (MEAL) Manager

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Company: International Rescue Committee

Location: Kakuma

Category: other-general

Requisition ID: req49450

Job Title: Monitoring, Evaluation, Accountability & Learning (MEAL) Manager

Sector: Health

Employment Category: Fixed Term

Employment Type: Full-Time

Open to Expatriates: No

Location: Kakuma, Kenya

Work Arrangement:

Job Description

Under the direct supervision of the Senior Field Coordinator, and technical supervision of the MEAL Coordinator, the MEAL manager shall be responsible for strengthening MEAL efforts, approaches, and systems to foster learning and accountability to our clients; support IRC's global and measurement ambitions of Strategy 100 and the Country Strategic Action Plan. They will oversee the MEAL functions of Health, Nutrition, WPE and Protection sectors and head the MEAL department in Kakuma Refugee Program. They will provide technical inputs in development and use of information management systems to ensure continuous learning and improvement of programs through generating data analysis and visuals for evidence-based decision making. They shall coordinate with program managers in sharing monitoring and evaluation information and support in preparation and dissemination of program reports.

RESPONSIBILITIES.

Leadership and partnership

Manage all technical aspects and actions of MEAL regarding the Health, Nutrition, Protection and WPE sectors; respond to program needs; foster high standards and practices for quality data, analysis, and reports. Enable accountability to clients, partners, and donors.

Improve M&E/MEAL systems and approaches and foster learning.

Represent IRC at technical meetings, forums, and other events & build partnership within IRC and other areas of expertise.

Champion design, access, and use of data by leaders and partners for shared learning and evidence-based decision-making.

Collaborate with MEAL teams within and outside IRC to support harmonization of MEAL systems and approaches, sharing capacity and experiences.

Technical Oversight

Lead the M&E/MEAL system and processes for the Kakuma Refugee program in harmony with the M&E/MEAL Country and Global Strategy throughout the project cycle which include:

- oUse learning, evidence, and data from previous projects to inform project proposal design.
- oDevelop logical frameworks, MEAL plans, digital data collection tools, processes for online data management.
- oDevelop and manage information management systems for monitoring and evaluation and generate periodic reports to inform and guide programs.
- oOversee implementation of M&E systems (including HIMS, EMR and DHIS) through regular field monitoring visits and tracking of Key Performance Indicators at the facility and camp level.
- oEstablish and ensure timely data flow, quality checks, and audits, and updating of data visualization.
- oSupervise M&E/MEAL field activities.
- oUndertake regular analysis of monitoring data and work closely with program coordinators and managers to facilitate decision-making for real-time program adaptation.
- oProduce quality reports and updating dashboards with key findings that foster learning and decision-making and share in project cycle management meetings and team meetings.

Identify, detail, and share lessons learned to improve services and results for our clients. Participate actively in the enforcement of Quality Assurance (QA), Quality Control (QC) and Quality Improvement (QI) measures for all field program interventions.

Engage in the design, method, and conduct of surveys such as baseline and end line, and the commission of evaluations in coordination with colleagues and partners.

Advocate for and support the expansion of standard mobile data technology and online dashboards to enhance timeliness and quality of data collection, analysis, and visualization.

Ensure a high level of communication and close working relationships with the project team, project implementers, and other key stakeholders.

Join and contribute to IRC's effort in meeting its internal and external accountability commitments through the implementation of sound accountability, client feedback, and response mechanisms.

Human Resources

Coordinate, lead, mentor and support a dynamic small to medium team of M&E/MEAL staff; foster timely and high-quality achievement, and an inclusive and respectful team climate.

Promote the growth and development of others in IRC teams and partners in M&E/MEAL: Lead and craft high-quality technical training and learning materials for partners, colleagues, and junior staff.

Participate in the recruitment and onboarding of country MEAL officers, assistants, and (if relevant) external consultants.

Qualifications

University degree in Health Informatics, Computer Science, statistics or Public Health or related field.

A Minimum 3 years of working experience in Monitoring, Evaluation, Accountability and Learning-related functions.

Technical skills in setting up quality M&E/MEAL processes and creating logical frameworks and data analysis that leads to learning and action.

Proficiency and experience with mobile data collection such as Kobo, CommCare, ODK Collect is vital as well as proficiency with Microsoft Excel, SPSS, STATA, Epi Info, or other similar software. Knowledge of Tableau, PowerBi, or GIS software tools are additional assets.

Required Experience & Competencies.

Good knowledge of monitoring and evaluation technologies, techniques, approaches, and methodologies in programs.

Demonstrated experience and understanding of health information systems design, development, roll-out, and/or use (HMIS, DHIS, EMR)

Demonstrated analytical, systematic-thinking, and problem-solving skills.

Proven ability to transfer knowledge to diverse audiences through training, mentoring, and other formal and non-formal methods together with presentation and reporting skills are a strong asset.

Proficiency and experience with mobile data collection such as Kobo, CommCare, ODK Collect are crucial as well as proficiency with Microsoft Excel, SPSS, SATA or other similar software.

Knowledge of Power-Bi is an additional asset.

Confirmed ability to lead, mentor and empower a small to medium professional team.

Self-motivated with good organization, planning skills, including prioritizing work and delegation.

Demonstrated ability to meet deadlines with quality products. Strong communication skills; oral, written and presentation skills.

Strong management skills (Managing, motivating, and developing staff).

Ready to work in difficult environmental conditions.

Must be flexible and culturally sensitive.

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in the IRC Way – Code of Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces

policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons and several others.

Gender Equality & Equal Opportunity: IRC is an Equal Opportunity Employer, and we value diversity at our organization. We do not discriminate based on race, religion, color, national origin, sex, gender, age, marital status, veteran status, disability status or any other characteristic protected by applicable law. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request reasonable accommodation.

Kenyan nationals are encouraged to apply. International allowances are not available for this position. Salary and employee benefits are compliant to the Kenyan NGO Sector.

Disclaimer:

Please take note that International Rescue Committee (IRC) does not ask for any fees in connection with its recruitment processes.

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