

Monitoring, Evaluation and Learning (MEL) Advisor at CAP Youth Empowerment Institute Kenya

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Job Description

CAP-Youth Empowerment Institute Kenya (YEI) is a non government organization started in committed, to train youth out of school in job entry level skills. This training is operationalized using the Basic Employability Skills Training (BEST) model.

The Monitoring, Evaluation and Learning (MEL) Advisor will;

Oversee MEL and CLA activities. This includes developing and implementing the AMELP;

Establishing and maintaining an effective monitoring, reporting, accountability, and learning system to support activity implementation;

Knowledge management; evidence-based planning and decision making; and incorporating lessons learned from activity implementation for adaptive management.

The MEL Advisor will support the Chief of Party and work with other MEL staff and USAID to provide technical leadership, guidance, and oversight of MEL activities under the award.

He/ She may be required to build capacity, oversee, and ensure accountability of sub-recipient(s).

At minimum, the MEL Advisor shall have;

A Bachelor's degree or higher in monitoring and evaluation, statistics, mathematics, social sciences, or other relevant area of study from an accredited institution;

Minimum of 5 years of experience in monitoring, evaluation, learning, and accountability in international development programs preferably in Kenya and/or on USAID-funded projects;

Experience supporting development program and projects with specific focus on youth development, workforce development, higher education, technical and vocational training, or other similar experience relevant to the programmatic focus of USAID Employment Pathways for Youth;

Computer proficiency in general office and statistical software applications e.g., SPSS, R, STATA, Excel, SQL;

Demonstrated skills in training and capacity development of staff in MEL is highly desired;

Demonstrated supervisory and management skills;

Experience in quantitative and qualitative data management skills;

Demonstrated ability to communicate and collaborate effectively with individuals and teams at all levels, both internally and externally; and

Necessary additional skills required;

Progressively responsible experience managing complex donor-funded projects, preferably USAID-funded projects; and

Minimum of three years of supervisory work experience, including direct supervision of technical and/or non-technical (support) staff

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Cross References and Citations:

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