

## Monitoring & Evaluation Officer at Gap Recruitment Services Limited

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

Gap Recruitment Services Limited is a leading recruitment firm in Kenya where International and local companies find just the right fit talent.

### Key Responsibilities .

#### Effective planning and implementation

Assist in the review of the project log frame matrix, particularly in the areas of performance indicators and their measurement.

Assist in the development and/or finalization of the project Work.

Plan and keep it updated in accordance with project activities, targets, and timeframes as relevant.

Support in the development of the overall framework, for project M&E, for example mid-term project review, impact assessment, end term evaluation and research with relevant data collection systems.

Develop and maintain project beneficiary database and ensure the project focuses on the right beneficiary as intended.

Ensure timely and effective implementation of all project interventions as well as the successful achievement of proposed outcomes and intended impacts.

Lead the project towards data driven management to ensure that it focuses on the

achievable results for effective and efficient use of resources.

Maintain a Master Project file for all project data, reports, photographs, correspondences, donor reports and documentaries for future reference.

### **Quality Assurance- Monitoring, Reporting and Documentation.**

Ensure collection of data on a regular basis to measure Key Responsibilities achievement against the performance indicators including seasonal and annual data.

Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation. This includes performing data quality checks to ensure trainings are delivered to the said groups to support Best Practice Adoption .

Monitor project interventions in strict adherence to Irish Aid, SHA, Kenya government regulations and other agreed standards.

Review the management information systems and make recommendations on any required changes, support and resources.

Support the Programme Manager in compiling quarterly, annual, development partner reporting and other reports required by the donor with input from programme team ensuring timely submission of the same indicating progress of each targeted groups

In liaison with the Communication Officer, ensure documentation of case studies and impact stories is done and that accurate project data is utilized for press releases, social media, and website among others.

Ensure that the project achieves acceptable financial and operational audit results by implementing activities in accordance with established norm and policies.

Support the PM in monitoring Project implementation by ensuring daily questionnaires are submitted as per the requirements by all field staff to enable review of daily/weekly dashboards.

Identify and provide training and mentoring to partners and staff to ensure the implementation of strong M&E systems

## **Other Duties**

Attending development partner meetings, capture any relevant resolutions and ensure they are implemented and used within the project.

Perform any other duty assigned by the supervisor.

## **Minimum Qualifications.**

Degree in Social Sciences, Development Studies, Project Planning & Management, Monitoring & Evaluation or other related discipline from a recognized university.

Training in Project Management will be an added advantage.

## **At least 3 years relevant working experience in the same role.**

Excellent knowledge and practice on Cycle of project management.

Demonstrated skills in result-based M&E frameworks, indicators tracking, M&E systems development, development of data collection tools and report writing.

Familiarity with database management and statistical analysis, and a thorough understanding of M&E.

Practical/Field experience in data collection, analysis and data quality control.

Excellent knowledge of windows environment (Word, Excel, Power Point, Access)

Commitment to international and humanitarian NGO codes and standards.

Excellent facilitation, communication, leadership and interpersonal relations, outstanding analytical and problem-solving skills.

Ability to work under minimal supervision.

Ability to deliver desired results within strict deadlines.

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