

Programme Management Assistant (Monitoring And Evaluation), G6

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Company: Fuzu

Location: Nairobi

Category: other-general

Job Summary

Contract Type:

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Education High school diploma or equivalent is required.

Work Experience

A minimum of seven years of work experience in programme or project administration, technical cooperation or related area is required. The minimum number of years of relevant experience is reduced to five for candidates who possess a first-level university degree or higher.

Experience in Enterprise Resource Planning (ERP), Integrated Planning, Management and Reporting (IPMR) or other similar electronic monitoring and human resources management system is required.

Work experience with SAP based applications (such as Umoja or other) is desirable.

Work experience within the United Nations system or similar international organization is desirable.

Responsibilities

Within assigned authority, the incumbent will be responsible for assisting in the area of programme management and implementation, reporting, monitoring and evaluation in conformity with United Nations rules and regulation, and policies for the implementation of the - PLEAD II - Programme for Legal Empowerment and Aid Delivery in Kenya. The Programme Management Assistant (Monitoring and Evaluation) will be responsible for the

following specific duties:

- Provide assistance in reviewing relevant PLEAD II programme documents and monitoring and evaluation (M and E) reports and assist managers with the coordination of the implementation of the 2023 Evaluation Follow-Up Plan.

- Assist managers responsible for the development and implementation of a programme-specific monitoring and evaluation framework and strategy for PLEAD II, by providing assistance with the collection and reporting of data against developed baseline and target indicators within the timelines stipulated. This strategy for PLEAD II shall include a framework for joint implementation with implementing partners, most notably UNDP, including coordination of meetings and data collection to facilitate reporting exercises.

- Assist in the coordination of the PLEAD II Baseline and Inception Phase Reports, by reaching out to the national partners on data collection, tracking the implementation in the identified PLEAD countries and by the different institutions against the existing workplans including tracking the emerging trends within the thematic areas and risks to programme implementation.

- Collaborate with programme/project managers on performance reporting; liaise with relevant parties on the interpretation of the activities/services scheduled in various planning instruments such as the medium-term plan and internal work plans; provide assistance on reporting requirements, guidelines, rules and procedures and ensure completeness and accuracy of data submitted.

- Assist in the monitoring and evaluation of programmes/projects; categorize, update, track and analyse data related to programmes/projects, e.g. accounting records, outputs, resources utilized, deviations/revisions, carry out periodic status reviews, identify issues and initiate requisite follow-up actions; prepare revised budget estimates; report on budget revisions, expenditures and obligations, verify availability of funds; ensure necessary approval and entry in computerized budget system; initiate financial authorizations for expenditures.

- Consistently review programme monitoring tools to ensure that they remain relevant and responsive to changes in the programmatic context.

- Coordinate the development and publication of the PLEAD II annual report.

- In coordination with programme staff, support the development and reporting of impact stories in various fora, including in various platforms.

- Support programme/project planning and preparation; monitor status of programme/project activities; take necessary action to ensure project documents are

completed and submitted to relevant parties for approval.

- Support the preparation and analysis of programme/project budget proposals; provide assistance in the interpretation of budget guidelines; review and coordinate submissions of programme proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; propose adjustments as necessary; prepare reports and ensure that outputs/services are properly categorized.
- Coordinate updating of programmatic information in the internal Integrated Planning, Management and Reporting (IPMR) tool to ensure compliance with reporting exercises, as well as other partner reporting tools.
- Prepare standard terms of reference against programme/project objectives, obtain necessary clearances, process and follow-up on administrative actions and resolve issues related to project implementation, e.g. recruitment and appointment of personnel, travel arrangements, organization of and participation in training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services.
- Document learning and best practices; disseminate learnings, reports, publications and participate in learning sessions.
- Prepare, maintain, and update files (electronic and paper) and internal databases; design and generate a variety of periodic and ad hoc reports, and other background materials/notes to facilitate inspection and other reviews.
- Draft correspondence and communications related to all aspects of programme/project administration, including work plan and budgets, revisions, and other related issues, as well as prepare unit contributions for a variety of periodic reports.
- Provide guidance and training to new/junior staff.
- Assist with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Assist with visualizations and updating information material such as web pages or brochures.
- Perform other work-related duties as assigned.

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