

## Senior Technical Officer – Strategic Information at Deloitte Consulting

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### Job Description

Deloitte Consulting is a leading provider of innovative development solutions to U.S. and international donors, foundations, governments, and Fortune companies. With member firm presence in more than countries, we bring the power of a global firm and leverage our immense technical expertise and firm capabilities to bring integrated approaches to US Agency for International Development.

### Main purpose of the job

The Senior Technical Officer – Strategic Information will work under the direct supervision of the Monitoring, Evaluation & Learning (MEL) Specialist. He/she will assist the MEL Specialist to provide technical guidance in implementation and management of a comprehensive field-based monitoring and evaluation activities and operations, ensure consistent, timely, accurate reporting and coordinate data quality assessment (DQA) processes to improve data integrity.

The position holder will supervise M&E Officers and will work closely with County Health Records and Information Officers (CHRIOs). This position will be based in our Nakuru office, with frequent travel to supported sites in Nakuru, Laikipia, Baringo and Samburu Counties.

### Responsibilities

Support in design, development and review of Monitoring & Evaluation (M&E) plan and M&E frameworks that captures the project aspirations.

Coordinate field-based M&E activities and operation geared towards implementation of a robust M&E plan.

Monitor and streamline procurement, printing and distribution of Ministry of Health (MOH) M&E HIV NASCOP and Family Health (FH) tools and progress monitoring charts (PMCs).

Coordinate M&E mentorship site level activities leading to improved documentation in primary MOH HIV NASCOP and Family Health (FH) registers.

Coordinate routine timely and accurate data collection and reporting processes on a daily, weekly, monthly and quarterly basis that meets USAID reporting requirements including DATIM narratives.

Working closely with Tujenge Jamii's M&E Officers and Associates, coordinate data quality processes including routine data quality audits (DQA), data verifications and data triangulations.

Coordinate implementation of monthly M&E implementation calendar by the M&E team.

In collaboration with the Data Management Unit team (DMU), support with development and review of data collection tools / templates including preparation of standard operating procedures (SOP) and instruction guides.

Coordinate routine data review processes at different project implementation levels (Multi-Disciplinary Team, County, sub – county and facility) through evidenced based data driven Data Demand and Information Use (DDIU) approaches.

Working closely with CHRIOs and Tujenge Jamii's M&E officers, provide leadership in ensuring timely and accurate reporting to Kenya Health Information System (KHIS) and MOH data reporting systems.

Coordinate the projects routine M&E learning café/ sessions geared towards capacity building project and facility teams including developing digital data collection platforms (ODK).

Coordinate planning of Joint project MOH County specific M&E Technical Working Groups (TWGs) to improve effective implementation of M&E activities in the supported Counties.

## **Requirements**

## **Qualifications**

A Master's degree in Monitoring and Evaluation, Public health, Epidemiology, Information Technology, Health Records & Information Management, Bio – statistics or a related field with at least 5 years' experience in monitoring and evaluation (M&E) for USG /USAID funded HIV/AIDS programs or

A BA/BSc in the above listed disciplines with over 7 years of experience in M&E for USG/ USAID funded HIV/AIDS programs.

Good familiarity and working knowledge of MOH /NASCOP and USAID PEPFAR DATIM Reporting requirements and systems.

Demonstrated experience with National Health Management Information Systems (KHIS) and electronic medical records system (KenyaEMR).

Computer proficiency in MS Word, MS Excel, MS PowerPoint, databases, including advanced skills in at least two of the following programs: SPSS, Excel, Epi Info, Stata, and Ms Access.

Knowledge and experience in conducting data quality processes (DQAs).

### **Additional Information**

#### **Preferred Qualifications and Experience**

Prior leadership or M&E technical lead role in a similar capacity.

Ability to mentor and teach younger M&E professionals.

Experience working and managing people.

Ability to prioritize assigned tasks.

#### **Behavioural competencies**

Excellent communication skills, both written and verbal.

Good interpersonal and relationship building skills.

Good Leadership, supervisory and influencing skills.

Good coordination and organization skills.

Strong client delivery focus.

Adaptable, managing change and ambiguity with ease.

Focus on quality and risk.

Problem solving ability.

Good business acumen.

Diligent and quick learner

Proactive and has the ability to assess a situation and independently take action to address it.

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