



## FEMINIST FOR PEACE, RIGHTS AND JUSTICE CENTRE (FPRJC)

EMAIL: [kiberafeminists@gmail.com](mailto:kiberafeminists@gmail.com)

TEL: +254 757 840 731

22<sup>nd</sup> December 2021

### Project Officer (M and E):

### Job Description Template

We at feminist for peace, rights and justice Centre looking for a **Project Officer (M and E)**. The M&E Officer will support in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects, both new and established throughout. S/he will provide technical field support to the M&E unit. The M&E Officer will work closely with Program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data. S/he may be assigned to focus on supporting specific grants or projects within a program as assigned. S/he will collaborate in reviewing and preparing monthly, quarterly and final narrative and financial donors' reports. Additionally, s/he will replace or work with other members of the team, as need be, on grants writing and set up, follow up of program expenses and indicators, implementation of processes, standard operating procedures and any other tasks given to her/him by the Project Manager.

S/he will be based in Kibera office.

### Project Officer (M and E) Responsibilities

- Conduct periodic site visits to project sites, to ascertain and promote adherence to agreed standards and timelines of implementation, create greater awareness of reporting requirements, ascertain use of appropriate Monitoring and Evaluation data collection methods.
- Support the development and roll out of Monitoring and Evaluation Frameworks, guidelines, plans or tools to guide quality Monitoring and Evaluation in the projects.
- Regularly review Monitoring and Evaluation plans, tools and other documents such as results matrices, reporting templates etc., as may be necessary in coordination with relevant colleagues or partners.
- Prepare periodic internal and/or donor reports by providing Monitoring and Evaluation data and content, ensuring that results are aligned to indicators outlined in results matrices and that reports are results based to improve quality of reporting
- Provide feedback for program revisions and amendments based on monitoring or evaluation findings

- Contribute towards the strengthening and deepening of monitoring and evaluation functions in regular monitoring checks of projects.
- Provide capacity building on Monitoring and Evaluation for staffs and volunteers including through training, mentorship, coaching and sharing of information.
- Prepare for project inception attend inception meetings and develop work plans.
- Assist with project planning and preparation to facilitate a smooth implementation of project Activities.
- Assist with materials development in the form of program theory and logic models, monitoring and evaluation data collection instruments, training manuals and presentations.
- Coordinate project roll-out
- Manage primary data collection for projects as required.
- Play a lead role in projects involving other contracted consultants, evaluators and researchers.
- Contribute to the development of proposals for possible new projects and project design.
- Work confidently and productively on own initiative and manage a diverse and demanding workload to set timescales and deadline.
- Ensure that RDQAs, including inspection, cleaning and transformation of data with the goal of highlighting useful information, drawing conclusions which inform and support project decision-making.
- Identify gaps within Feminist Centre projects and implement quality improvement plans to address identified gaps.
- Supervise & support data capturers through motivation, direction, review and feedback of assigned tasks.
- Ensure that data management documentation standards are adhered to at all times.
- Perform such other duties as may be assigned by the supervisor

### **Project Officer (M and E) officer Requirements**

- University Degree in any of the following areas: Monitoring and Evaluation; Community or International Development Studies, Project Planning and Management, Development Economics; Demography or Development Statistics, Project Management or Business Administration, or other related social sciences with at least 3 years of experience.
- Applicants holding a specific Monitoring and Evaluation training certification in Monitoring and Evaluation in addition to the above general areas of training will be considered favorably.

- Proven knowledge and experience on Monitoring and Evaluation methods and Monitoring and Evaluation data and information management is required. (Such as a certificate indicating specific training on Monitoring and Evaluation).
- Possess at least some basic knowledge and experience in research methodology.
- Knowledge of project cycle management, administration and evaluation concepts and

### **PREFERRED SKILLS**

- Demonstrated proficiency with Microsoft Office applications, including Excel, Word, PowerPoint, Publisher, and SharePoint. Knowledge of at least one data analysis software such as SPSS, STATA will be an added advantage.
- Disseminates and shares knowledge openly and actively contributes to knowledge / network communities for topics relevant to area of expertise, encourages knowledge-sharing across units / departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Communication: seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information, listens and seeks to understand without bias and responds appropriately.
- An understanding of quantitative and qualitative research methods.
- Knowledge of monitoring and evaluation principles and methods.
- Knowledge of and ability to develop logic models and indicators.
- Knowledge of and ability to design monitoring and evaluation instruments (interview schedules, questionnaires etc.)
- Knowledge of the use of graphic representation including computerized graphics.

- Ability to communicate in English clearly and concisely, both orally and in writing
- Interpersonal skills.
- Proven organizational skills, including time-management.

## **ADDITIONAL NOTES**

- Attributes
- Efficient
- Detail Orientated
- Good interpersonal skills and communication skills – ability to liaise at all levels
- Outgoing, personable, responsible, self-motivated, and confident
- procedures

To apply submit a resume and a cover to @ [kiberafminists@gmail.com](mailto:kiberafminists@gmail.com) and indicate project office (M and E) in Subject line. No phone calls please.

Deadline 27<sup>th</sup> December 2021. Eligible candidates will be contacted by 31<sup>st</sup> December 2021