



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCY (PROJECT POSITION)

Applications are invited for the following position:

MONITORING, EVALUATION AND LEARNING (MEL) SPECIALIST, USAID FAHARI YA JAMII PROGRAM - USAID FAHARI YA JAMII PROGRAM – AD/11/268/23, 1 POST

The Project

The University of Nairobi is implementing a United States Agency for International Development (USAID) project (USAID Fahari ya Jamii) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties. To successfully implement, the project seeks to competitively fill the above position:

The Position

This is a fulltime position based in Nairobi.

Job description

The MEL Specialist will be responsible for leading the design and implementation of the program monitoring and evaluation framework and information system to track delivery against targets, outcomes and impact. He or she will lead data analysis and overall data management for reporting, learning, knowledge sharing, documentation of best practices, and lessons learnt.

Specifically, the MEL will perform the following job duties:

- i. Lead and coordinate technical Fahari ya Jamii-supported HIV, MNCAH/FP activities by ensuring that performance monitoring systems are in place and are compliant with current USAID and PEPFAR policies and guidance.
- ii. Actively lead efforts in local M&E capacity building, training and support for focus counties and MoH to strengthen the collection, analysis, visualization, management and use of quality data for strategic planning, program design and direction as well as for establishing activity targets for implementation.
- iii. Establish schedule for and implement M&E of program activities at the operational level, including periodic data quality assessments (DQA) and Site Improvement through Monitoring Systems (SIMS).
- iv. Provide documented site visit reports that track progress against program descriptions, implementation plans and work plans; assess progress and barriers to achievement; recommend action for improvement and/or modifications to address programs; and document and highlight results.

- v. Stay current on training, policy and strategy related to PEPFAR M&E and SI and overall impacts on program design, implementation and oversight.
- vi. Maintain up-to-date knowledge of HIV and AIDS survey and surveillance data, epidemiological and evaluation literature on both national and international levels.
- vii. Manage the development, review and approval processes for program performance evaluation activities, evaluation design, statistical analysis plan, evaluation implementation and management, data collection management and data use and final report outlines.
- viii. Manage evaluation activities (where appropriate) and support sub-partners in evaluation process from start to completion, with full adherence to, and implementation of USAID's Evaluation Policy.
- ix. Ensure that evaluation recommendations are referenced in program reviews and integrated into new project designs for HIV/AIDS programming.
- x. Manage evaluation data and facilitate its use and importation to inform decision making processes.
- xi. Support program teams and LIPs with the ability to visualize, analyze and better use evaluation data products.
- xii. Review, analyze and synthesize all inputs submitted by sub- partners and LIPs.
- xiii. Lead and coordinate the substantial review, technical insights and direction provided to LIPs in development and monitoring of work plans and Performance Management Plans (PMP); use of standardized indicators; tracking and reporting of results and progress; documentation of lessons learned and best practices; and reporting of activity performance and data in quarterly and annual progress reports.
- xiv. Supervise regular site visits and routinely meet with LIPs and CHMTs to monitor program implementation and any barriers to achievement.
- xv. Provide clear and timely guidance to programs on reporting requirements as well as undertaking data clean up.
- xvi. Provide expert advice on program targets and analyze program results against targets and make recommendations for corrective actions if needed.

Job specifications

At a minimum, the MEL Specialist will be required to have:

- i. A Master's degree in either Biostatistics, Biometry, Informatics Monitoring and Evaluation or a related field.
- ii. Ten (10) years' experience in implementing monitoring and evaluation of activities in complex programs in a resource-limited setting
- iii. Experience in providing technical support in setting up and maintaining integrated Monitoring and Evaluation systems.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters, certified copies of certificates and

curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.

2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-mels@fyj.uonbi.ac.ke

CLOSING DATE: FRIDAY, DECEMBER 8, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY
SHORTLISTED APPLICANTS WILL BE CONTACTED.**