



## MONITORING AND EVALUATION OFFICER

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**Project:** ACHAP Afya

**Title:** Monitoring and Evaluation Officer

**Duty Station:** Kilifi County/ Arua

**Reports to:** M&E Specialist

### **Background:**

The African Christian Health Association Platform (ACHAP) is an advocacy and networking platform for Christian Health Associations (CHAs) and Church Health Networks from Sub-Saharan Africa established through a declaration of commitment by the 3rd Africa Christian Health Associations Biennial Conference held in Bagamoyo, Tanzania in January 2007. ACHAP brings together more than 40 national level faith-based networks providing services in 32 countries across Sub-Saharan Africa to share resources, establish technical working groups (TWGs), and provide ongoing training and technical assistance (TA) to its members. In addition, governments see ACHAP members as critical players and in many African countries partner with them to provide health support services, even to government facilities.

### **Position Summary:**

The M&E Officer will lead and coordinate project M&E activities at County/ District level. S/he will work closely with the M&E Specialist in the design and implementation of a comprehensive monitoring and evaluation plan. This will include developing and reporting of key project indicators, monitoring of project implementation, implementing systems to safeguard the collection and management of program data, and recommending changes to data collection techniques and reporting, as needed. This is a full-time position based in Kilifi County/ Arua City.

### **Key Responsibilities:**

- Participate in design of the ACHAP Afya M&E system and related tools, clearly identifying the users and the utility of the data/information.
- Participate in the development of ACHAP Afya Activity Monitoring Evaluation and Learning (AMEL) plan. This will include defining M&E indicators and adaptation of M&E tools to meet the project needs.
- Manage and safeguard project data collection, train project staff, and supervise M&E activities of staff at County/ District level.



- Analyse data for performance monitoring and evaluation for overview of project performance and data for decision making.
- Maintain a tracker of program indicators and work with the field teams to track the indicators.
- Carry out regular support supervision to field teams.
- Contribute in the preparation of monthly and quarterly performance reports for timely sharing with the donor and respective District/County MOH teams.
- Support fellow team members in capturing and documenting best practices and success stories for learning, reference and dissemination.
- Work with project partners and Ministry of Health teams at County/ District levels to ensure accurate information flow including data collection, measurement, and reporting.
- Any other duties as assigned by the supervisor.

### **Key Competencies:**

1. A Bachelor's degree in Health Records and information, Medical statistics, Epidemiology/public Health, social science, management, international development, monitoring and evaluation, or a related field preferred.
2. At least 3 years of related work experience, with experience managing and implementing monitoring and evaluation and learning systems for donor-funded health programs.
3. Ability to collect, analyze and produce good quality data and information
4. Experience in use of data to inform decision-making, planning, and performance monitoring
5. Computer literacy with possible advanced Ms Word, Ms Excel, Ms PowerPoint and Ms access
6. Knowledge in computer statistical packages (EPI INFO, SPSS and Stata)
7. Knowledge of management principles and practices.
8. Experience working at County/ District level coordinating with ministries of health and local communities, in the design and implementation of data collection techniques.
9. Strong communication skills; oral, written and presentation skills.

*Interested candidates should submit their applications to: [hr@afriachap.org](mailto:hr@afriachap.org) indicating preferred station (Kenya/Uganda) and position you are applying for on the subject of the email.*

*Application Closing date: 18<sup>th</sup> September 2020*