



WE ARE HIRING

MANAGER, MONITORING & EVALUATION

Location: Nairobi

ROLE SUMMARY

Population Services Kenya in collaboration with other partners implements Reproductive, Maternal, Newborn, Child and Adolescent health (RMNCAH), HIV, Malaria and TB programs whose goal is to reduce morbidity and mortality and improve the health of Kenyans. The incumbent will work directly under the supervision of the Senior Manager, Monitoring, Evaluation Research and Learning to implement data driven activities to monitor, track and report on progress.

KEY ACTIVITIES

- The M & E Manager will have responsibility for designing and implementing M&E and other strategic information (SI) tasks related to PS Kenya project activities.
 - Set up systems at various levels for tracking the progress of programs/projects and the achievement of project objectives.
 - Set up tools and systems to monitor project activities in the field, and supervise the systematic collection, analysis and reporting of data.
 - She/he will be responsible for the implementation of relevant data management systems
- Guides the project team in planning, designing, and implementing the monitoring, evaluation and reporting (MER) plan.
- Sets up internal data quality assurance systems and develop and implement systems to address gaps.
- Improve current data collection tools and systems to allow for digital real time solutions
- Work closely with IT to improve and enhance the MIS;
- Manages all external data quality audits as required
- Ensures program teams utilize data for decision making at all levels including capacity building and mentorship of program and data staff. Supports the project team in interpreting data on indicators, targets and results
- Utilizes appropriate data management systems to monitor project objectives and indicators
- Reviews program data monthly to ensure concurrency with MOH DHIS 2/KHIS data.
- Supporting the program team in preparing program related data and reports for reference by the program team as well as the donors and other stakeholders, data for conference abstracts, program presentations for external and internal meetings as well as supporting best practice of the program using data
- Manage the M&E team that includes M&E coordinator and regional M&E officers
- Participate in relevant stakeholder meetings including meetings with the Government of Kenya and donors
- Other assignments as related to monitoring and evaluating the quality and performance of program efforts.

KEY PERFORMANCE INDICATORS

- High levels of accuracy in reporting of program data from providers, partners, and PS Kenya
- Successful implementation of audit findings by program teams;
- Improved quality of M&E data at provider and partner level
- Enhanced effectiveness and efficiency of the MIS systems, database management systems and quality controls;
- Up-to-date and readily available repository for program data for use on demand
- Use of technology for monitoring program performance
- Skills transfer /mentorship of program and data teams in the program



- Highly motivated and high performing M&E team

PERSON SPECIFICATIONS

Academic Qualifications

- A Bachelor's degree in Health or Social Sciences, Statistics / Biostatistics, demography, population studies, M&E or related field. Master's Degree in statistics, demography, or public health an added advantage.
- Monitoring and Evaluation professional training

Professional Qualifications

- Proficiency in Microsoft Office Suite
- Experience in data analysis software packages such as SPSS, Epi Info, STATA and others.
- Knowledge and experience with GIS applications and Tableau software is an added advantage.

Experience

- Minimum 5 years' experience in setting up and implementing monitoring and evaluation activities for a major project in RMNCAH/HIV/AIDS/TB in a developing country.
- Experience in database development
- Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis and reporting
- High level of competency in managing data information and evaluations of large scale HIV/AIDS/TB activities
- Strong writing skills and experience with producing technical reports required
- Understanding of statistical software and data management required
- Familiarity with donor reporting and indicators for RMNCAH & HIV Care & Treatment
- Experience in health systems support for quality data and use of data for decision making
- Demonstrable experience in health information management systems engaging with DHIS, electronic medical records (EMR)
- Experience in training, mentorship and facilitation skills would be an added advantage.

Skills and Competencies

- Good report writing and graphical presentation skills
- Excellent verbal, interpersonal and written communication skills
- Strong analytical and decision-making abilities
- Pays attention to detail and writes clear and concise reports
- Team player with the ability to work in a fast-paced environment with minimum supervision
- Good planner and observer of timelines

HOW TO APPLY

If you feel you are the right candidate, please send your CV and application letter to recruitment@pskenya.org by **5th May 2022**

Remember to state the position being applied for as the subject.