



# Job Announcement

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991, and it is in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. Kenya Good Neighbors (KGN) was established in Kenya in 1995. Kenya Good Neighbors implements Community Development Projects by supporting the stable and self-sufficient development of the communities through interventions in education, health, water and sanitation, income generation, advocacy, environment, climate change and emergency relief. KGN is currently operating projects in 9 counties, namely, Nairobi, Kiambu, Embu, Kajiado, Narok, Kisii, Siaya, Marsabit, and Turkana Counties.

GN Kenya is seeking *transparent, passionate and qualified* candidate to fill the position of ***MONITORING AND EVALUATION OFFICER***

**Location:** Head Office (Ruiru, Kiambu County)

**Employee Terms:** Fixed Term contract

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## Key Responsibilities

- Support the Head of Operations Department in planning and implementing key Inception Phase activities, conducting revisions to the logical frameworks as needed.
- Support the Head of Operations, Country Director and organization field teams in active implementation of their M&E plans, ensure M&E plans are up-dated timely and M&E findings for all projects are included in all reports.
- Participate in annual budget plan development.
- Lead regular sharing of the outputs and the M&E findings with project staff across the organization, working closely with the technical leads from each all CDPs and stakeholders.
- Coordinate with all field staff to develop tools and methods to improve data collection for example, surveys, assessment and beneficiary data

- Link with data and grant management tools developed to collect information and profiling. Support teams to use these tools on all project activity levels.
- Organize, participate and collect field data and process / analyses data.
- Take part in and carry out assessments, evaluation and any other form of internal survey or review of projects.
- Undertake field trips and do physical observation on on-going projects.
- Lead the implementation of a Data Protection Policy and Information Management (IM) platform and securely transfer large program field data. Support all projects with accuracy of data entered in to the platform and day-to-day management.
- Capacity build, train and support sectors and staff to improve the field monitoring or any other monitoring needs.
- Lead in the development and refinement of Monitoring and Evaluation Plans and questionnaires for the assessments.
- Take the lead in supporting of any external evaluation consultancies.
- Participate in proposal writing and grant evaluations.
- Provide coaching, tailor individual development plans, and complete performance management for direct reports. Monitor and assess performance to ensure capacity for successful support of high-quality programming
- Set-up new / strengthen existing community feedback and response mechanisms across the organization as needed
- Participate in project Kick-off meetings, review meetings and close-out meeting in order to highlight components aimed at replicating good practices and strengthening synergies between activities, partners and other interventions in the areas covered by Kenya Good Neighbors.
- CDP formation and redesigning within Kenya Good Neighbors operation areas.
- Perform other duties as directed.

### **Qualifications and skills**

- Must have a Bachelor's degree or higher Diploma in any of the mentioned disciplines: Monitoring and Evaluation, Social sciences, Community Development or Project management.
- Should have over 5 years' experience in project management cycle in other organization.
- A good understanding of M&E systems.
- Experience in data collection and management at various levels of project management.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or ***before 30<sup>th</sup> August 2024*** to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke)

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