



### VACANCY ANNOUNCEMENT

The Strategies for Northern Development (SND) is a local non-governmental organization working with Nomadic Pastoralist Communities in Northern Kenya and Southern Ethiopia. SND is guided by a vision to see a society where all Pastoralist Communities are resilient and live a dignified life.

Key areas of focus include; (1) Peace Building and Governance, (2) Food Security, Sustainable Livelihoods and Resilience, (3) Child Protection and Education, (4) Water, Sanitation and Health and (5) Humanitarian assistance.

We are seeking application from qualified individual to fill the following open position;

Position	Key Competence	Roles and Responsibilities
Monitoring and Evaluation Officer Location: Moyale Post: 1	<ul style="list-style-type: none"> <li>▪ The holder of this position must have a minimum of Bachelor's degree in Social Science, Monitoring and Evaluation, statistics or any other related course from a recognized University.</li> <li>▪ Minimum of 3 years' experience in relevant fields.</li> <li>▪ Conversant and competent using statistical and data collection software (Kobo collect, ODK, SPSS, Epi Infor etc)</li> <li>▪ Good written and oral communication skills.</li> <li>▪ Must be assertive/firm.</li> <li>▪ Must have strong analytical, problem solving and organizational skills</li> </ul>	<p>The purpose of this position is to ensure successful implementation of project performance monitoring, evaluation systems. The M &amp; E Officer will assist M &amp; E Manager in developing and implementing a robust monitoring and evaluation system that will ensure tracking of project / programme results at different levels (outputs and outcomes).</p> <p>He /She will be responsible for the monitoring of project activities against implementation documents and ensure high quality and timely inputs on deliverables from staff for the purpose of documentation.</p> <p>The individual will ensure that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.</p> <p>Other Roles and Responsibilities:</p> <ul style="list-style-type: none"> <li>▪ Develop systems to track progress towards SNDs Program's goal and objectives.</li> <li>▪ Conduct post distribution Monitoring (PDMs).</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Requires strong communication skills to interact with all levels of staff and management.</li> <li>▪ Experience in M &amp; E position in Cash transfer, Emergency humanitarian assistance and other programs in the community (an added advantage)</li> </ul>	<p>Baseline, mid line and end line assessments and Market Price Assessment (MPA)</p> <ul style="list-style-type: none"> <li>▪ Train data enumerators on data collection during PDMs, MPAs, and other assessments</li> <li>▪ Carry out data quality assessments / audits regularly for MEL data based on agreed indicators to guide decision making</li> <li>▪ Develop a comprehensive M &amp; E Plan that adheres to donor guidelines and expectations.</li> <li>▪ Collaborate with program team and ensure comprehensive monitoring, reporting, data gathering and quality assurance structure</li> <li>▪ Compile routinely collected data on recipients' characteristics (age, sex, location), service provision (amount and frequency of money transferred) and list of business operators to track performances of the program</li> <li>▪ Monitoring findings, people trained through SNDs programs effort, meetings conducted, No. of people that participate in meetings, etc. will be collected and compiled to help tracking the program's performance.</li> <li>▪ Develop standardized data collection tools, shared data management systems, and Standard Operating Procedures (SOPs). Draft tools and their revisions as well as data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&amp;E manuals)</li> <li>▪ Develop and strengthen monitoring, inspection and evaluation procedures.</li> <li>▪ Monitor all project activities, expenditures and progress towards achieving the project output.</li> <li>▪ Recommend further improvement of the logical frame work.</li> <li>▪ Develop monitoring and impact indicator for the project success.</li> <li>▪ Monitor and evaluate overall progress on achievement of results.</li> <li>▪ Monitor the sustainability of the project's results.</li> <li>▪ Suggest strategies to the program Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.</li> <li>▪ Report monthly, quarterly, half-yearly and annual progress on all project activities to the M&amp;E Manager.</li> <li>▪ Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the</li> </ul>
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|  |  | <p>project.</p> <ul style="list-style-type: none"> <li>▪ Participate in annual project reviews and planning workshops and assist the Project Officer in preparing relevant reports.</li> <li>▪ Assist in coordinating across the available components of the Project to ensure effective implementation of M&amp;E.</li> <li>▪ Assist the project personnel with M&amp;E tools and in supporting them in their use.</li> <li>▪ Assist Project Officer in the preparation of reports on the findings and lessons learned from project innovations.</li> <li>▪ Provide input and update information related to project outcome.</li> <li>▪ Assist Project Officer in preparing monthly and quarterly reports on project progress based on M &amp; E reports on project activities.</li> <li>▪ Prepare Issues Log and Risk Log for the project.</li> <li>▪ Prepare and maintain data base.</li> <li>▪ Conduct a rapid Needs Assessment to validate the proposed program design and approaches.</li> <li>▪ Perform any other duties as required</li> </ul> |
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**How to Apply:**

Letter of applications along with a copy of your resume, a contact telephone number and the names of 3 referees preferably from your previous work places, quoting their email addresses/contact numbers properly and Clearly label/quote the job title above on your envelope and hand deliver to the SND Marsabit/Moyale Office or via email: [jobs@sndafrica.org](mailto:jobs@sndafrica.org). Deadline for the submission of application is **Friday 3rd May 2024 5:00 PM**. Only short listed candidates will be contacted. Phone calls are not acceptable.

Female Candidates are strongly encouraged to apply.

SND is an equal opportunity employer.