31ˢᵗ October 2023

JOB VACANCY

USAID Dumisha Afya project is a five-year USAID-funded service delivery project, under the auspices of Moi Teaching and Referral Hospital (MTRH) in partnership with the Bungoma and Busia counties. This is a service delivery project at the county level, providing HIV prevention, Care, and Treatment Services.

Applications are invited for the following vacant position in the USAID Dumisha Afya Program:

POSITION : **MONITORING, EVALUATION, AND LEARNING SPECIALIST- 1 POSITION**
SITE : **BUNGOMA COUNTY**
STATUS : **RS 15.**

Job Summary

The Monitoring, Evaluation and Learning (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 impacts. He/She will lead the analysis of data collected for assessment of progress and areas of improvement and overall data management. He/She will guide reporting processes amongst technical staff and consolidate program reports and promote learning and knowledge sharing of best practices and lessons learned. He/She will support all the technical staff in MEL functions and will manage any MEL related staff in the program.

Duties and Responsibilities:

➢ In coordination with program staff, lead the design, implementation, and ongoing revision of an M&E system that is compliant with donor requirements related to project monitoring and reporting.

➢ Provide technical assistance in the development, selection, and application of M&E processes and tools, ensuring quality and consistency.

➢ Ensure quality of data through the implementation of data verification procedures including routine data quality audits carried out during the project lifecycle.

➢ Oversee the application of Collaborating, Learning, and Adapting (CLA) principles to inform program implementation and management.

➢ Supervise the timely production and storage of accurate, reliable data and carry out analysis and interpretation of project data.

➢ Develop and revise MEL processes, SOPs and related tools that support quality assurance for key programmatic areas in vaccination programs.

➢ Support the communication of outcomes to stakeholders at multiple levels in collaboration with program and communications staff and promote the dissemination of project information internally.

➢ Oversee the development and implementation of the Quarterly/annual PMP to capture the project performance and results, including routine service delivery data reporting, endline assessments, and all monitoring for process and outcome evaluations.

➢ Lead results reporting to USAID by providing written documentation on MER activities and indicator

results for progress and annual reports, as appropriate.

➢ Support regular sessions with Sub County HMTs and County HMTs for the purpose of data sharing, capacity building and management in relation to data use for tracking project progress.

➢ Ensure relevant data is entered into AMPATH'S organization-wide performance management systems designed to capture, analyse, and disseminate project data as well as in USG databases such as DATIM.

➢ Coordinate all M&E capacity building activities with project, MOH and implementing partners.

➢ Any other duty as assigned by the Chief of Party/immediate supervisor.

Qualification and Experience

➢ Master's degree in Public Health, Demography, statistics, health informatics Population Studies, Epidemiology, Health Systems Management or related field.

➢ Minimum of ten (10) years of progressive experience in performance monitoring and/or evaluation role at a senior management position.

➢ Demonstrated experience in providing technical support, setting up and managing M&E systems that track performance as per the objectives of this activity.

➢ Experience with USG, PEPFAR programs and Ministry of Health Projects and reporting requirements.

➢ Experience in managing large datasets from HIV programs using EMR systems (KenyaEMR/AMRS), DATIM, KHIS and other systems.

➢ Competency in data analysis packages, Power BI, SPSS, EPI-INFO, STATA, Tableau, SAS or similar).

Terms of Employment

The successful candidate will be engaged on a **one-year contract,** with a possibility of renewal subject to availability of funds, satisfactory performance and need for the service. Candidates who meet these requirements and are interested should submit their applications, copies of certificates together with detailed curriculum vitae giving details of current remuneration on or before **15ᵗʰ December 2023 at 5:00 pm** to the address below:

The Chief of Party,
USAID Dumisha Afya Program,
Bungoma.

All application should be done via email at: *recruitment@usaiddumishaafya.or.ke*

Only e-mail applications are accepted.

Please note only shortlisted candidates shall be contacted.

"USAID Dumisha Afya is an equal opportunity employer."