



EMPLOYMENT OPPORTUNITY

Agile Plan to Integrated Resilience for Girls, Women, and Youth (APIR TURKANA) is a social impact community-focused charitable foundation that works with and for vulnerable, marginal, and minority communities in Turkana to bridge the gap of socioeconomic inequalities. We are founded on the principles of social resilience, community-led actions, and equity, equality, and inclusivity. APIR TURKANA is seeking to recruit a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

Job title	DESIGN, MONITORING, AND EVALUATION OFFICER
Deadline	Friday 29th December 2023
Reference	017/KAK/2023
Reports to	EXECUTIVE DIRECTOR
Duty Station	Kakuma
# of positions	1
Job Purpose	<p>The DMEL officer is crucial for the implementation of the projects ensuring quality, accountability, and learning experience that will continuously contribute to the overall successful implementation of APIR TURKANA projects in Turkana County. The role is to execute the CoL and DMEAL system in all program interventions in designated areas.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>
Duties & Responsibilities	<ul style="list-style-type: none"> • Smooth functioning of the MEAL system in all projects of the designated area. • Conduct frequent quality monitoring visits against Quality Benchmarks randomly and capacitate the program team for regular MEAL template/format/form of data collection and reporting as well as update Output Tracker (OT) and Indicator Performance Tracking Table (IPTTs) of all existing projects in the designated area. • Support to the project staff during baseline survey, formative and operational research, evaluation period reporting time, etc. • Make sure the complaint and feedback mechanisms are well-functional in the designated area. • Keep good coordination and collaboration with all program teams and partner staff as well. • Maintain regular report preparation and share with the proper channel. • Develop/review the Monitoring Checklist of program activities. Translate it into the local language, if required. • Capacity building of program staff on project-related M&E format/template/form of data collection; Output tracker (OT) and Indicator Performance Tracking Table (IPTT). • Organize frequent field visits to monitor program activities/interventions against Quality Benchmarks/Quality

	<p>Checklists and produce & and share reports to the concerned program team as well as the management team based on quality and accountability findings and incorporate inputs from the program team in the action agreed plan.</p> <ul style="list-style-type: none"> • Support program staff to strengthen joint planning and monitoring with stakeholders. • Assist to Head of MEAL /Program Manager in conducting situation analysis studies • Contribute to the quality of program design – reviewing log-frames, results frameworks, project plans, strategic plans, MEAL Plan, etc. •
<p>BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as this are the standard Values in practice)</p>	<p>Accountability:</p> <ul style="list-style-type: none"> • holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling APIR TURKANA values. • holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. <p>Ambition:</p> <ul style="list-style-type: none"> • sets ambitious and challenging goals for themselves and their team, take responsibility for their personal development, and encourages their team to do the same • widely shares their vision for APIR TURKANA, engages and motivates others • Future-orientated, thinks strategically and on a global scale. <p>Collaboration:</p> <ul style="list-style-type: none"> • builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. • values diversity, sees it as a source of competitive strength • approachable, good listener, easy to talk to. <p>Creativity:</p> <ul style="list-style-type: none"> • develops and encourages new and innovative solutions. • willing to take diAPIR TURKANApined risks. <p>Integrity:</p> <ul style="list-style-type: none"> • honest, encourages openness and transparency; demonstrates highest levels of integrity. •
<p>Job Specification and Desirable skills</p>	<p>Professional Competencies QUALIFICATIONS Bachelor’s degree in social APIR TURKANAcences (public health, education, development, or information technology) statistics and Mathematics.</p>

	<p>EXPERIENCE AND SKILLS</p> <p>Essential</p> <ul style="list-style-type: none"> • 2 years of monitoring and evaluation and/or research experience with at least 1 years Officer level experience preferably with INGOs • Trained in data management and with at least one-year experience working with Excel managing databases. • Familiarity with project frameworks [design/implementation/M&E] cycle • Experience in quantitative and qualitative data collection (M&E methods) and data analysis • Commitment to and understanding of APIR TURKANA vision, mission, and values. • Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving. • Excellent interpersonal skills and can work as part of a team. <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience with Local and International NGOS. <p>Speaks several local languages.</p> <p>Additional job responsibilities</p> <p>The position shall be the overall supervisor of Kakuma field office.</p>
<p>Desired DMEAL cross cutting</p>	<p>KEY AREAS OF ACCOUNTABILITY :</p> <p>A. Monitoring:</p> <ol style="list-style-type: none"> 1. Develop/review Monitoring Checklist of program activities. Translate it into local language, if required. 2. Capacity building of program staffs on project related M&E format/template/form of data collection; Output tracker (OT) and Indicator Performance Tracking Table (IPTT). 3. Organize frequent field visit to monitor program activities / interventions against Quality Benchmarks/Quality Checklists and produce & share reports to concerned program team as well as management team based on quality and accountability findings and incorporate inputs from program team in action agreed plan. 4. Support program staff to strengthen joint planning and monitoring with stakeholders. 5. Assist to Head of MEAL /Program Manager for conducting situation analysis studies 6. Contribute to the quality of program design – reviewing log-frames, results frameworks, project plan, strategic plans, MEAL Plan etc. 7. Technical support in developing MEAL plans 8. Technical support in conducting baseline studies 9. Technical support in collecting quality data and analysis against the performance indicators and targets on periodic basis 10. Technical support in Total Reach, Global indicators reporting of APIR TURKANA. 11. Ensure the quality of reporting data and verify those data and information from sources periodically on sample basis.

12. Review & reflect whether the DIP is followed as per the plan or not during all staff meeting.
13. To carry out follow-up monitoring visits to materialize action agreed in action plan also maintain ' Monitoring-Action Plan Tracker' at field level.
14. Maintain close coordination with Head of MEAL on Quality and Accountability issues. Share all information (monitoring reports, CFM database preliminary inquiry reports) with MEAL Manager while taking Field Manager in the loop.

B. Evaluation:

15. Assist to Head of MEAL/Program Manager for all formative and operational research.
16. Support to evaluation team while conducting periodic evaluation of project intervention at field level, if required.
17. Assist to Head of MEAL /Program Manager in preparing and conducting baseline studies.
18. Ensure quality case studies through program team.

C. Accountability:

19. Establish an effective functional system for complaints/feedback handling and response mechanisms at community level in the support of MEAL Assistant.
20. Ensure the Complaint Feedback Mechanism (CFM) are functional and accessible to beneficiaries.
21. Develop regular trend analysis of complaints at organizational level and share it with program team as per protocols.
22. To assist Head of MEAL in carrying out preliminary first verification report in case of serious nature of complaints filed by beneficiaries/communities and support for investigation of that types of complaints as per CFM protocol.
23. Make sure that the action agreed plans and CFM action plans are followed in timely manner or not by program team.
24. On quality and accountability issues, share all information (monitoring reports, CFM databases, preliminary verification reports, case studies etc)
25. Share MEAL findings & CFM issues in each monthly meeting as defined in the protocol.
26. Ensure that the CFM guideline is being followed by all staffs within PNGOs along with board members and SC both.

D. Learning:

27. Assist to Head of MEAL /Program Manager for developing quality reports and findings.
28. Generate periodic reports and share along with document the key learning from the MEAL system.
29. Ensure the key learning's are incorporated in upcoming plan and interventions.

HOW TO APPLY

All interested qualified candidates to submit an online application to APIR TURKANA through the program website: All the jobs have been posted here? www.apirturkana.org/careers/

Select your position and follow prompts, attach your Motivation/cover letter (Maximum 1 page) and Curriculum Vitae as separate documents on the provided online application form both in form of either PDF or Word ONLY.

Please don't attach your other documents such as certificates and testimonials.

Should you have trouble using this, please send your application to hr@apirturkana.org and subject being "APPLICATION FOR 'POSITION NAME'"

All applications MUST be received on or before: 29th December 2023. APIR TURKANA is an equal opportunity employer, as detailed in our "Equal Employment Opportunity Policy."

DISCLAIMER: We do not charge any money all through recruitment processes. Should anyone including staff, donors and partners request for this, please do not hesitate to contacting the organization Executive Director through info@apirturkana.org copying complaints@apirturkana.org.

Any form of canvassing or bribery WILL ATTRACT TOTAL DISQUALIFICATION.

