



WOMEN EDUCATIONAL RESEARCHERS OF KENYA
Linking Research to Advocacy and Action

JOB ADVERT-MONITORING, EVALUATION AND LEARNING SPECIALIST

WERK seeks a Monitoring, Evaluation and Learning Specialist (MEL) for an anticipated Reading Champions project in Kenya. The purpose of the activity is to improve and sustain student learning through a resilient and accountable education system together with families, communities and other Kenyan partners. We are looking for individuals who have a passion for making a difference in the lives of people around the world and demonstrate leadership, versatility, and integrity in their work. All candidates must possess a degree in a relevant field and English fluency is required. Experience in Kenya or East Africa is preferred.

The Monitoring, Evaluation, and Learning (MEL) Specialist shall work under the leadership of the Chief of Party (COP) or Reading Specialist and will be responsible for all aspects of MEL, including overseeing the MEL activities of sub recipients, and building their MEL capacity if required.

Responsibilities include:

Developing MEL Frameworks:

- Designing and implementing monitoring and evaluation frameworks for the project.
- Developing indicators and data collection tools to measure project outcomes and impacts.

Monitoring Implementation:

- Overseeing the day-to-day monitoring activities to ensure that project activities are on track.
- Collecting and analyzing data on project inputs, outputs, and outcomes.
- Identifying and addressing implementation challenges in real-time.

Evaluation Planning and Implementation:

- Planning and conducting evaluations to assess the effectiveness and impact of projects.
- Managing the evaluation process, including selecting methodologies, developing evaluation plans, and coordinating data collection.

Data Analysis and Interpretation:

- Analyzing quantitative and qualitative data to draw meaningful conclusions.
- Presenting findings in a clear and comprehensible manner.
- Providing recommendations based on evaluation results.

Learning and Adaptation:

- Facilitating a learning culture within the organization.
- Identifying lessons learned and best practices from project implementation and evaluations.
- Advising on adaptive management strategies based on evaluation findings.

Capacity Building:

- Building the capacity of project staff and partners in MEL principles and practices.
- Conducting training sessions on data collection, analysis, and reporting.

Reporting and Communication:

- Preparing and presenting regular MEL reports to project stakeholders.
- Communicating evaluation findings and recommendations to relevant parties.

Quality Assurance:

- Ensuring the quality and integrity of MEL data.
- Conducting data quality assessments and taking corrective actions as needed.

Collaboration and Coordination:

- Collaborating with project teams, implementing partners, and other stakeholders to integrate MEL activities into project planning and implementation.
- Coordinating with external evaluators and consultants, if applicable.

Technology Integration:

- Utilizing technology for data collection, analysis, and reporting.
- Exploring and implementing innovative tools and approaches for MEL.

Ethical Considerations:

- Ensuring that MEL activities adhere to ethical standards, including confidentiality and informed consent.

Continuous Improvement:

- Participating in the continuous improvement of MEL systems and methodologies.
- Incorporating feedback and making adjustments to improve the effectiveness of MEL processes.

These roles collectively contribute to the MEL Specialist's overarching goal of enhancing the efficiency, effectiveness, and impact of development programs and projects.

Qualifications:

1. A Bachelor's degree in statistics, monitoring and evaluation, social sciences, or a related field from an accredited university.
2. At least five (5) years of experience supporting MEL in education or literacy programs in a developing country, preferably in Kenya or East Africa, specifically on all aspects of performance management and reporting as well as providing MEL oversight and capacity building to subrecipients.
3. Demonstrated exemplary technical, capacity building, communication, and interpersonal skills to ensure internal coherence among diverse team members and productive relations with the GOK, subrecipients, and grantees.
4. Experience in developing guidelines, systems and technical tools for monitoring, evaluation, accountability and education.
5. Strong assessment, evaluation, analysis and strategic planning skills.
6. Proven interpersonal communication and writing/presentation skills.
7. Ability to write, communicate and prepare contractual documents and reports clearly in English.

Applications should include:

- An application letter explaining why you are a good fit for this job, what makes you a strong candidate, and why you want to work for WERK.
- A resume summarizing qualifications and experience.
- Copies of academic certificates
- 3 work referees with contact information. One referee must be the current supervisor.
- Please indicate your expected remuneration/salary in your application.

The above documents should be sent as one PDF document

Application Instructions:

Note: This position is contingent upon donor approval and funding

Please send your CV and cover letter to the email address jobs@werk.co.ke or hand delivered to our office located on 1171 Argwings Kodhek Road, House no 4. In the subject line, please indicate the position title to which you are applying. Finalists will be contacted. The deadline for submission of applications is **Tuesday 2nd January 2024**. For more information on WERK, please visit www.werk.co.ke

WERK is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.