JOB DESCRIPTION

Job Vacancy: (PMERL).	Planning, Monitoring, Evaluation, Research and Learning Officer
Programme/Dept.:	Programmes
Reports to:	The Planning, Monitoring, Evaluation, Research and Learning (PMERL) Officer, reports to the Programmes Manager
Supervision:	Research and Learning Offficer (s) and M&E Assistant(s)
Duty Station:	Nairobi, with occasional travel to the field

ABOUT TI-KENYA

Transparency International Kenya (TI-Kenya) is a not-for-profit organisation that exists to contribute to a transparent and corruption-free society. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that is bound by a common vision of a corruption-free world. TI-Kenya has established Regional Offices in Kisumu, Eldoret, Mombasa and Nairobi to enhance its presence and impact in these regions. The Regional Offices incorporate Advocacy and Legal Advice Centres (ALACs) established in collaboration with partners as a strategic initiative aimed at empowering citizens to actively participate in the fight against corruption and demand for accountability.

JOB SUMMARY

The job holder is responsible for supporting all aspects of Monitoring, Evaluation, Reporting, Research and Learning (PMERL) for TI-Kenya, including designing, and putting in place robust MERL systems, tracking indicators for the TI-Kenya and implementing partners, data quality control, drafting required reports, and facilitating mechanisms for programmatic learning and adapting. In addition, the jobholder will support institutional Planning, Monitoring and Evaluation, Research and Learning processes.

DUTIES AND RESPONSIBILITIES

1. **Monitoring, Evaluation and Research (MER)**

- Spearhead the development of results frameworks, monitoring and evaluation plans, and other MER products to ensure they are rigorous, and align with good practice.
- Provide required oversight into capacity assessments and support strengthening of existing monitoring and evaluation systems.
- Facilitate monitoring of program/ project activities progress towards achieving desired

outputs and outcomes.

- Provide required oversight collection and analysis of data for tracking program and project performance indicators.
- Actively collaborate with implementing partners to ensure that MER processes and products are designed with evidence and learning priorities.
- Support in recruitment and supervision of service providers engaged to undertake monitoring, evaluation, research and learning activities.
- Spearhead the development and implementation of approaches to increase the use of research and evidence to strengthen the programmatic impact of activities.

2. Reporting and Learning

- Lead in monitoring compliance with program and institutional reporting requirements.
- Support collation of project and program reports and consolidate for internal and external reporting.
- Prepare timely and regular reports on M&E findings to programme staff and implementing partners.
- Generate quarterly monitoring and evaluation reports from various project/ programs for presentation to the management team.
- Guide and plan regular dissemination activities of M&E findings with programme staff and stakeholders
- Facilitate access to M&E data to programme staff and relevant stakeholders.
- Represent the organization at internal and external conferences/ workshops and deliver public presentations on MER matters.
- Support in the design and facilitation of MEL capacity-building workshops, coaching, and other capacity development opportunities.
- Ensure integration of lessons learnt in program/ project implementation.

3. Planning

- Lead program /project planning processes including general oversight in program and project planning processes.
- Support institutional planning processes including strategic plan development, implementation, and review.
- Ensure alignment of programs and projects to overall institutional strategic priorities, including alignment with donors/ partners requirements.

4. Quality Management

- Review the quality of existing social-economic data from program/project implementation, methods of collection and provide recommendations for improvement.
- Review quality of reports from programme staff, implement partners and external service providers and provide recommendations for improvement.
- Spearhead the development and implementation of service delivery standards.

5. Resource Mobilization and Budget Management

- In collaboration with the Resource Mobilization team, support in fundraising for initiatives ensuring all MERL related aspects are adequately addressed.
- Support the Resource Mobilization team in fundraising efforts while ensuring alignment to the operating environment, strategic plan and best practices.

- Provide budget oversight for the MERL oriented activities and projects in the organization.

QUALIFICATIONS AND EXPERIENCE

- A bachelor's degree in quality assurance, statistics, Monitoring and Evaluation, Management, or a relevant social science discipline.
- Relevant professional qualification.
- At least 5 years' relevant work experience in Planning, M&E and Quality Assurance or Research.
- Demonstrated deep understanding of the Results Frameworks and adaptive programming.
- Demonstrated experience in data collection, data analysis and synthesis and preparation of strategic information for decision makers.
- Demonstrated experience in writing reports and reviews and delivering presentations to program/ project stakeholders
- Demonstrated experience in design and implementation of institutional learning mechanisms
- Experience in planning and executing field monitoring visits in different parts of the country

COMPETENCIES

- A person of high integrity that will model TI-Kenya's core values.
- A solid understanding of governance and anti-corruption advocacy context in Kenya
- Good understanding and commitment to TI-Kenya's mission, vision and objectives.
- Excellent written and verbal communication skills in English and Kiswahili.
- Ability to work independently and as a team.
- Strong analytical skills.
- Highly organized and detail oriented; able to prioritize and produce quality work consistently
- Leadership qualities, personnel, and team management.
- Customer service orientation.