



A SAFEHOME for Victims of Sexual & Domestic Violence

## **OPEN POSITION – ASSISTANT MONITORING AND EVALUATION OFFICER**

### **ABOUT AGATHA AMANI HOUSE (AAH)**

Agatha Amani House (AAH) is a registered charitable trust whose mission is to help women survivors of sexual and domestic violence and their children heal from their trauma and become self-sufficient. This is achieved by providing the survivors with a safe shelter, psychosocial support, basic legal aid assistance, life skills and transitional assistance among others.

### **KEY ROLES AND RESPONSIBILITIES**

The primary purpose of the Assistant M&E will be to ensure accurate and timely monitoring and evaluating for AAH. The officer will be responsible for overall M&E and Learning needs of the programs and will report findings based on real data to show performance of the ongoing and new projects. The aim of the role is to provide technical advice on frameworks, tools and methodologies to strengthen M&E systems to enable the organization to effectively report its impact. The officer will be expected to actively work with project staff in the field to undertake the M&E.

The Monitoring and Evaluation Officer will have the following duties and responsibilities:

- Supervise and coordinate the implementation of the programs and projects
- Lead efforts to monitor and evaluate project interventions to ensure Project Development
- Develop an integrated database of the project and ensure accountability through regular updates, data integrity and working in collaboration with the rest of the team
- Collection of relevant data needed for an effective M&E system that will be utilized in monitoring strengths, weaknesses, gaps and opportunities in existing projects and for reporting on partnership commitments
- Assist in fundraising for programs.
- Work with the Project Coordinator and the Executive director in proposal development
- Complete monthly reports, quarterly and annual reports in a timely and accurate manner.
- Develop and strengthen monitoring, inspection and evaluation procedures



### A SAFEHOME for Victims of Sexual & Domestic Violence

- Monitor all project activities, expenditures and progress towards achieving the project output
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results
- Monitor the sustainability of the project's results
- Provide feedback to the Project Coordinator and Project Lead on project strategies and activities.
- Suggest strategies to the Project 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.
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the management.
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project.
- Participate in annual project reviews and planning workshops and assist the Project Coordinator and Project Lead in preparing relevant reports.
- Assist the project personnel with M&E tools and in supporting them in their use.
- Perform other duties as required Measurable Outputs and Performance Indicators.
- Preparing monthly and quarterly reports on project progress based on project activities.
- Perform any other duty assigned by the management.

### MINIMUM EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES

- A minimum of a university degree in Project Planning and Management, Monitoring and Evaluation, Social Sciences or Business-related field.
- Experience and certificate in monitoring and evaluation or quality assurance is an added advantage.
- Good Conduct Certificate



### A SAFEHOME for Victims of Sexual & Domestic Violence

- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications.
- People skills: GBV knowledge and ability to deal with people with different issues.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies. Ability to work effectively as a team member and independently.
- Ability to manage multiple priorities under pressure and to meet short- and long-term deadlines
- Demonstrated experience in some accounting, budget and financial management.
- Be an analytical thinker and can multi-task in a high volume.
- Excellent written and verbal communication skills.
- Excellent critical, creative thinking with excellent problem-solving skills
- Supervisory skills and management ability
- Be able to endure basic living and working conditions for a duration of time
- Be able to take initiatives and work without supervision
- Be open minded, have self-respect , respect the beneficiaries and the community with whom AAH works
- Adhere to the internal rules especially time for work, AAH Staff Code of Conduct and security rules

#### **On how to apply for the position;**

Please call 0713482144 in case you are interested in the position.

Deadline for the call: **30th August 2021.**