Job Description	
Title of Position:	**Monitoring, Evaluation and Learning Officer**
Date of Job Description	6th November 2024
Positions	5 (Kakamega, Kisumu, Nakuru, Samburu, Turkana)
Reporting to:	MEL Specialist

Key Responsibilities

Data Management

- Manage data quality assurance processes for the project at various levels of service delivery, develop and implement systems to address identified gaps.
- Ensure timely, accurate and quality data collection, data cleaning, data compilation, and submission of project data through KHIS and other established reporting system.
- Manage data quality assurance processes for the project at all levels and work closely with health information officers and health promotion officers.
- Perform back checks of randomly selected activities to verify the quality of reported data.
- Implement routine data quality audits and conduct monthly verification of performance data before submission.
- Ensure timely programmatic data archiving and filing of MEL data and reports.

Technical Capacity Strengthening

- Conduct MEL supportive supervision visits with MoH and Program based team to service delivery points to provide mentorship and OJT to facility and community staffs on data management.
- Train regional project teams, health care workers, health information officers, community members on the reporting forms and ensure adequate reporting tools at all levels
- Train, supervise, and offer technical assistance to research assistants and data assistants on qualitative and quantitative data collection techniques
- Supervise data collection in study areas, ensuring smooth operation and adherence to the research design.
- Support the design and pre-testing of data collection tools.
- Guide research assistants through the process of contacting/identifying/recruiting research participants, screening for eligibility, obtaining informed consent, and employing proper data handling techniques
- Prepare for and support trainings of research assistants, including organizing logistics and preparing training materials.
- Coordinate implementation of data review meetings with project staff, county teams and other stakeholders

Project Management

- Coordinate implementation of day-to-day project activities, establishing and maintaining the project work plan including donor visits.
- Coordination with region teams and partners on M&E matters related to the project.
- Provide data to inform continuous quality improvement of project interventions.
- Lead in data review meetings and other stakeholders' meetings
- Participate in county and regional MEL stakeholder forums.
- Proactively monitor and analyze project-based indicator performance against targets jointly with the relevant project staff and provide monthly feedback
- Prepare program-based reports on monthly and quarterly basis for program implementation staff as require

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- Track the implementation of the project work plan for project and conduct regular monitoring visits to implementation counties / sites
- Analyze program performances against set targets for key performance indicators jointly with the relevant program teams and provide feedback and action plans
- Perform other assignments related to monitoring and evaluation as assigned by supervisor.

Key Performance Indicators

- High levels of accuracy in reporting of program data from MoH, Providers and Community structures/ units.
- Timely submission of data to KHIS and other established reporting system.
- Accurate, quality, and timely reports developed and shared.
- Successful implementation of data quality audit for project.
- Improved quality of MEL data at all levels.
- Up-to-date and readily available repository for program data for use on demand.
- Use of technology for monitoring program performance

Essential Requirement:

- Bachelor's degree in Public Health, Health Records and Information Management, Population Health, Environmental Health, Epidemiology, Statistics, Social Sciences, or any related field. A Masters degree is an added advantage
- At least 4 years of experience in monitoring and evaluation for RMNCAH, WASH, Malaria, HIV/AIDS, Global Health Security and TB, at National or County Level. Knowledge on monitoring and evaluation of SBC will be an added advantage.
- Experience in Research will be an added advantage.
- Strong skills in data management and reporting, with experience of using Microsoft and data analysis software such as Excel or STATA.
- Demonstrated experience in the use of the Kenya Health Information System, (KHIS) and eCHIS for data analysis and interpretation and wider understanding of MoH Kenya Health Information System Indicators.
- Experience and proficiency in designing and implementing MEL frameworks, Tools and Methodologies. providing technical support to field staff on MEL.
- Proven ability to work independently and as part of a team, with strong organizational and time-management skills.

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