



The Association for the Physically Disabled of Kenya (APDK)
Empowering persons with different abilities

JOB ADVERTISEMENT

JOB TITLE: MONITORING & EVALUATION OFFICER

JOB OVERVIEW

Association for the Physically Disabled of Kenya (APDK) is an NGO based in Nairobi dedicated to improving the lives of Persons living with disability through inclusivity and advocacy. We are seeking to hire a highly professional and experienced individual to fill the Monitoring & Evaluation Officer position. The Monitoring & Evaluation Officer will report to the CEO). Among other duties, the Monitoring & Evaluation officer, will work closely with the Senior Management Team (SMT) as well as physical progress for specific programs and projects within all Programs of APDK in the country.

KEY RESPONSIBILITIES:

- Lead APDK's meal strategy & initiatives:
- Champion MEAL Vision: Provide a clear vision, framework, and plan for a robust Monitoring, Evaluation, Accountability, and Learning (MEAL) system across APDK.
- Lead MEAL Excellence: Oversee all MEAL activities, ensuring data quality, progress tracking, staff capacity building, and promoting program accountability and learning.
- Develop Systems, establish frameworks and procedures for effectively monitoring and evaluating projects, fostering continuous learning and improvement.
- Define & Track KPIs: Set and monitor key project performance indicators (KPIs), ensuring project success and progress towards goals.
- Champion Data-Driven Decisions: Promote data usage among program staff for informed decision-making and program improvement.
- Empower Program Staff: Assist with project information needs, supporting proper documentation and progress capture to strengthen program accountability.
- Analyze Data & Recommend: Review performance data and reports, identifying trends and recommending program improvements.
- Optimize Systems: Evaluate existing management information systems to suggest modifications and resource allocation for optimal data collection.
- Deliver Timely Insights: Address data inquiries from donors, partners, and senior management efficiently and accurately.

Qualifications

- Bachelor's Degree in project Management and/or a Diploma in Monitoring and Evaluation from a recognized institution.
- At least three years of relevant experience
- Ability to work independently and collaboratively in a multidisciplinary team

- Excellent written and verbal communication skills, with the ability to present complex data in a clear and concise manner
- Strong knowledge and understanding of monitoring and evaluation methodologies, tools and techniques.

Knowledge, Skills & Abilities:

A minimum of 3 years of direct relevant experience leading MEAL initiatives.

Data Analysis Skills: Highlight the need for strong analytical skills to identify trends and patterns in data.

Communication Skills, Reiterate the importance of excellent written and verbal communication, specifically the ability to present complex data in a clear and concise way for diverse audiences.

Teamwork & Leadership, balance the need for independent work with the ability to collaborate effectively within a multidisciplinary team.

Prior experience with meeting donor reporting requirements would be an advantage.

- Experience in program design and M&E plan development
- Ability to design M&E tools, surveys, surveillance systems, and evaluations

Application Procedure:

Candidates with the required profile and proven experiences, are invited to send their applications to jobs@apdk.org before 5th July 2024. Persons with disabilities who meet the qualifications are encouraged to apply for this position. Shortlisting will be done on a rolling basis; only short-listed candidates will be contacted.

APDK is an equal opportunity employer.

