



# Job Advertisement

## Monitoring & Evaluation Officer (2 positions) (MEO Data Management & MEO Operations)

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Mission for Essential Drugs and Supplies (MEADS) is a Christian not-for-profit organization based in Nairobi, Kenya. It is a Registered Trust of Kenya Conference of Catholic Bishops (KCCB) and Christian Health Association of Kenya (CHAK). The Organization's core mandate is being a reliable supply chain for quality and affordable Health Products and Technologies, Quality Assurance and Health Advisory Services. MEADS was established in 1986 and serves clients spread all over Kenya and other regions both in Africa and beyond.

MEADS has entered into a Contract with USAID Kenya and East Africa named *USAID Supply Chain Strengthening*. The purpose of the contract is to obtain efficient, reliable and accountable supply chain management services for the procurement, warehousing, and distribution of health commodities for HIV, Malaria, Tuberculosis, Maternal/Neonatal/Child Health (MNCH) and Global Health Security (GHS) activities for patients across all 47 Counties in Kenya for adequate care, treatment and prevention for communicable diseases and other health needs.

MEADS seeks to recruit **Monitoring & Evaluation Officers** for this Project:

### Key Responsibilities

- i. Tracking of both the logical and results frameworks and updating them from time to time, set indicators measurements, and collaboratively monitoring against their targets.
- ii. Designing of data collection, entry and analysis tools as well as conducting various surveys at different project implementation stages including customer satisfaction surveys.
- iii. Data collection, entry, analysis and interpretation, report writing, and dissemination of the results in various forums. This includes facilitation of data use in decision making and in reporting.
- iv. Continuous data integrity checks, verification, and cleaning.
- v. Support project activities tracking, record keeping and filing methodologies for all activities
- vi. Field visits to monitor project progress and standardization of field activities e.g., Data review meeting and Supportive supervision exercises.
- vii. Work with the technical teams to prioritize business and information needs and develop and implement databases e.g., Data aggregation database, data collection systems and other strategies that optimize statistical efficiency and quality.
- viii. Reporting- Project monitoring plan indicators achievements, commodities shipment reporting and completing project progress reports (quarterly and annually) for USAID reporting, as well as reporting periodically or on ad hoc basis to the home office.

- ix. Update custom databases related to the Supply Chain Strengthening Activity and associated stakeholders
- x. Monitoring and evaluation of the overall project progress on achievement of results and monitor their sustainability according to the contractual expectation.
- xi. Tracking and documenting success stories arising from the project's activities/interventions.
- xii. Capacity building of project staff on data collection methods, tracking of indicators as well as reporting.
- xiii. Regular updating of the Performance Monitoring Dashboard and subsequently compiling Quarterly, semi-annual and annual programmatic reports
- xiv. Writing of project USG and other related project evidence-based abstracts and periodic publications for MEDS publicity and visibility
- xv. Support in Data Demand and Information Use (DDIU) to make decisions and change of strategies and development of business models

**Candidate Profile:**

- i. Demonstrated leadership and track record of achievements in Project Management, Monitoring and Evaluation of projects, Data Collection, analysis, reporting and presentation backed by minimum of 5 years' experience in a USAID/USG funded project.
- ii. Bachelor's degree in Monitoring and Evaluation, statistics, Health Information, computer science, or a related course, a master's course in the above or related fields will be an added advantage
- iii. Advanced data science analytics for large data sets using R, STATA among others
- iv. Excellent Report writing skills
- v. Excellent analytical and Communication skills, documentation of facts, MS Office knowledge and integrity.

If you fit this profile, kindly email your written application and CV to [hr@meds.or.ke](mailto:hr@meds.or.ke)

By: 20<sup>th</sup> May 2022

*(Only shortlisted candidates will be communicated to)*