

**Job Title:** Monitoring and Evaluation Specialist/Statistician  
**Reports To:** Technical Advisor GFTA  
**Duty Station:** Nairobi

### **Job Summary**

Under the supervision of the Country Director and the Technical Advisor the S will be responsible for collecting, Processing and analyzing, interpreting and disseminating data on TB which are produced and used by the organization. As part of monitoring, identify gaps in the information and make recommendations for collection of this data.

### **Essential functions**

1. Prepare reports required for submission to the national program, donors and the organization for decision making
2. Assist the TA in establishing the monitoring and evaluation framework and system to ensure effective implementation of key program initiatives
3. Produce monthly, quarterly and annual monitoring and evaluation reports based on agreed national and donor indicators that will guide decision making and program implementation
4. Facilitate capacity building for the organization and implementation partners to enable them monitor and evaluate their own efforts, gather relevant data and produce required progress reports.
5. Coordinate with the Ministry of Health and other Implementing partners to ensure that current information and indicators to monitor the programs performance and response are available
6. Assist program managers and officers in the design, analysis and interpretation of available data for abstract formulation and research consumption
7. Assist the organization and other partners in the strategic use of data and information to improve implementation of the programs
8. Participate in program management reports writing and capacity building of field teams
9. Perform other duties assigned by the Country Director and Technical advisor.

### **Expected Resulted**

- An established system of current data, relevant indicators and analysis on the country's response to Disease prevention among PLHIVs and Prisoners that is derived from an M&E framework that is widely endorsed and established and based on data collection methods which are rigorous and will stand to scrutiny by donor and national surveillance systems
- Information is widely respected and anticipated by the stakeholders and used to guide decision making and program implementation in every facet of the response

### **Education:**

1. **Bachelor's Degree:**
  - **Relevant Fields:** Statistics, Mathematics, Economics, Social Sciences, or a related field.
  - **Relevant Fields:** M&E, Statistics, Data Science, Public Health, or International Development.
2. **Professional Certifications** (Added Advantage):
  - **Certifications:** Certified Monitoring and Evaluation Professional (CMEP), Certified Professional Statistician (PStat), or other relevant certifications.
3. **Relevant Work Experience:**
  - 8 years Experience working in M&E roles, research positions, or statistical analysis, preferably in development, health, education, or other relevant sectors.

- Experience in handling biostatistics and/or monitoring and evaluation programs
- Strong data and management skills including use of SPSS and Epi info.
- Experience with international organizations or NGOs can be particularly valuable.

**Fieldwork Experience:**

- Practical experience in conducting field surveys, focus groups, or interviews in Kenya or similar contexts.

**Technical Expertise:**

- Experience in using data visualization tools and software to present findings clearly.

**Skills and Competencies:**

1. **Statistical and Analytical Skills:**

- Proficiency in statistical software (e.g., SPSS, STATA, R, SAS) for data analysis and interpretation.
- Strong understanding of statistical methods and techniques for analysing and interpreting complex datasets.

2. **Monitoring and Evaluation Knowledge:**

- **M&E Frameworks:** Understanding of M&E frameworks, theories of change, and logical frameworks.
- **Indicators:** Ability to develop and measure performance indicators and outcome measures.

3. **Data Management:**

- Skills in designing and managing databases, data collection tools, and ensuring data quality.
- Familiarity with data management systems (e.g., DHIS2, ODK).

4. **Research Skills:**

- Competence in designing research methodologies, conducting surveys, and interpreting research findings.
- Ability to write clear and comprehensive reports based on research data.

5. **Project Management:**

- Knowledge of project management principles and experience in coordinating and managing M&E activities.
- Ability to work with project teams to ensure M&E activities are integrated and aligned with project goals.

6. **Communication Skills:**

- Strong verbal and written communication skills for presenting findings, writing reports, and interacting with stakeholders.
- Ability to translate complex data into understandable insights for diverse audiences.

7. **Problem-Solving and Critical Thinking:**

- Aptitude for identifying issues, analysing problems, and developing effective solutions.
- Capacity to think critically about program impacts and areas for improvement.

8. **Ethics and Integrity:**

- Adherence to ethical standards in data collection, analysis, and reporting.
- Commitment to transparency and accountability in M&E processes.

9. **Cultural Sensitivity and Adaptability:**

- Understanding of the local context, including socio-economic factors and cultural norms in Kenya.
- Ability to adapt M&E approaches to fit local conditions and stakeholder needs.