

PROGRAMME OFFICER MONITORING AND EVALUATION

Job Title:	Programme Officer Monitoring and Evaluation
Department:	Programming
Reports To:	Executive Director or Designate
Country/Location:	Kenya/Nairobi with occasional travel to the counties
Length of Contract:	1-year contract renewable subject to performance and availability of funds

About RCK

The Interreligious council of Kenya (IRCK) is a national coalition of all major faith communities in Kenya that works together to deepen interfaith dialogue and collaboration among members for a common endeavor. It mobilizes the unique moral and social resources of religious people to address shared concerns.

Job Summary:

This role is primarily responsible and accountable for supporting the development and implementation of the IRCK's programs M&E plan, including development of project performance monitoring plans and reporting systems to assess the results of the program activities.

Objective

Facilitating and coordinating of monitoring and evaluation of all the projects activities in line with agreed project documents and guidelines and offer support to Institutional strengthening activities.

Duties and Responsibilities

The job holder's duties and responsibilities are outlined as follows:

- Develop and refine program data collection instruments (both quantitative and qualitative), and ensure data quality assurance.
- Ensuring timely data, entry, collation, analysis and report writing to internal and external stakeholders.
- Oversee all IRCK research work to ensure quality research outputs and knowledge products including sustainable dissemination of research findings.
- Prepare data-bases, useful for monitoring and evaluation of projects.
- Development and implementation of monitoring and evaluation frameworks including the design of indicators, data collection tools and reporting systems.
- Maintaining all programs data base including aggregated program results for information extraction when required.
- Maintaining an inventory (records) for activity reports implemented by the various projects or programmes.
- Coordinate and support capacity building activities such as training staff or partners in



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M&E methodologies, data collection techniques or data analysis.

- In coordination with the program managers, ensure timely generation of quality products i.e. donor reports, internal and external briefs as necessary.
- Facilitate the creation and strengthening of linkages and relationships between faith organizations, communities, government and donors.
- Coordinating the organizations' quarterly, biannual and annual review meetings while tracking the Strategic Plan performance.
- Coordinating the generation, compilation and tracking of the organization's annual workplans implementation progress.
- Ensuring the accurate and timely compilation of quarterly, semi-annual and annual data reports supported by narrative reports from the relevant Program Staff.
- Any other duties as may be assigned by supervisor.

Job specification

The job holder must possess:

Education

1. A Bachelor's Degree in Statistics and/or Social Sciences from a reputable institution
2. 5 years of experience Monitoring and Evaluation
3. Experience working with donor- funded projects in M&E desirable.
4. Knowledgeable in data analysis and management with statistical tools such as SPSS, SAS, and MS Excel

Required Languages - Excellent spoken and written English

Travel - Must be willing and able to travel up to 40 %.

Desirable attributes

- Good communication skills both verbal and written
- Excellent analytical and decision-making skills
- Excellent problem-solving skills: ability to analyze data; conceptualize and Reporting skills
- Proactive, results-oriented and service-oriented
- Ability to thrive in a fast-paced, multi-tasking environment
- Ability to work as part of a team and coordinate with other project personnel
- Ability to work under pressure
- Proactive, creative, problem-solver
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Demonstrated commitment to respect, equity, diversity and inclusion including gender equality.



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Agency-wide Competencies (for all IRCK Staff)

These are rooted in the mission, values, and guiding principles of RCK and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship
- Adherence to the IRCK zero tolerance policy to Sexual Exploitation and Abuse and Child safeguarding policy.

Key Working Relationships:

Internal: Programme Managers, Deputy Executive Director, Executive Director IRCK, IRCK Programme staff.

External: Monitoring and Evaluation officers, specialist or managers of partner organizations.

***DISCLAIMER:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

What we offer:

IRCK offers a comprehensive benefits package and the opportunity to work in a collaborative, mission-driven culture that is committed to improving the lives of the Kenyan people.

IRCK provides equal employment opportunity to all qualified employees and applicants for employment are not discriminate based on race, color, religion, ancestry or national origin, sex, age, marital status, physical or mental disability or handicap, medical condition and any other status protected by law. As an equal opportunity employer, IRCK will recruit hire, train and promote persons solely on their qualifications and abilities.

Applicant commitment

By applying to this job, I understand and acknowledge that IRCK requires its staff to treat all people with dignity and respect and to actively prevent harassment, Sexual abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to



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evaluate my behaviors related to the Child safeguarding-and Prevention of Sexual abuse and Exploitation.

I will be committed to upholding the highest standards of personal and professional conduct at all times as stipulated in IRCK policies.

All interested candidates should send their applications and relevant certificates to recruitment@irck.or.ke by 31st December 2024 not later than 5pm.