



VACANCY ANNOUNCEMENT

Terms of Reference

Position: Monitoring and Evaluation (M & E) Officer

Location: Mombasa

Application Deadline: 30th May 2021

Starting Date: 1st July 2021

Duration Contract: One year with the possibility of extension

Reports to: Programs Coordinator, DAYO

Background:

Dream Achievers Youth Organization (DAYO) was founded in 2005 as a theatre performing outfit by young people who saw the need of using art to raise awareness on the issues affecting adolescents and young people in Mtopanga area of Mombasa. Due to the increased need to expand its area of intervention, DAYO was later registered as a community based organization (CBO) in 2009.

DAYO currently implement Projects in five Kenyan Counties; Kilifi, Kwale, Kisumu, Nairobi and Mombasa.

Our vision:-Our vision is a community where the youth are free from poverty and diseases.

Our mission:- is to build capacity and response by preventing and reducing the risks of economic uncertainty among the youth in the region. To realize this vision, our interventions are anchored on four thematic pillars.

These are:- Education, Health, Livelihood and Social justice. Our core values include; integrity and professionalism; transparency and accountability; equality and equity; compassion and team work.

Job Summary:

DAYO is now seeking a qualified Monitoring and Evaluation Officer who will have the main responsibility of implementing M&E plan and logical framework.

Responsibility/ Terms of Reference

M&E Officer in DAYO will be responsible to lead overall monitoring and evaluation related task in the project through designing and implementing monitoring system for collecting/tracking regular progress updates and inform to management through formal reporting aspects.

Specific responsibilities:

- Develop and implement M&E plan of project to generate regular information related to progress of the project.
- Develop common indicators for data collection, design data collection tools/templates, and assist for regular data collection/generation process.
- Provide technical support to project staff on implementing M&E plan and logical framework.
- Liaise with project management to collect and analyze data and to determine progress achieved.
- Collect, check, verify and compile data from the field as stipulated in the M&E plan.
- Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, power point presentation, etc.
- Update and maintain the project database.
- Work closely with implementing team for enhancing their capacity for proper data collection and reporting.
- Undertake the quality control of project's implementing strategies and approaches.
- Conduct regular monitoring to project's interventions to insure the quality delivery of inputs and contribute for generating expected results.
- Undertake other relevant matters assigned by the Executive Director.

Level of Education & Qualifications

The minimum required academic and professional skills for the jobholder to perform successfully in their job are:

- University degree/Diploma in relevant field with at least three years of experience in Community work and/or development organization in designing, implementing and overseeing M&E related task.
- Working experience with NGO/ CBO project is an asset.
- Sound knowledge and experience on writing reports.
- Experience of quantitative and qualitative data collection and analysis.
- Good interpersonal, communications, and facilitation skills.
- Hands on experience of managing database software.
- Strong statistical skills including knowledge of Microsoft applications.
- Working knowledge of the English language along with writing and communication skills.

Working Conditions

The position periodically requires the job holder to sometimes work long and odd hours when necessary to meet deadlines or respond to specific situations. The job is conducted in an office environment with regular field visits to affiliate organizations and target communities. The work presents limited exposure to job related hazards. Regular travels in sometimes difficult circumstances may be necessary.

Interested candidates should send their CV and application letter which should include **current** and **expected remuneration** and contact details of three work-related referees, by e-mail to info@dreamachieverskenya.org and CC dayokenya@gmail.com **Executive Director, Dream Achievers Youth Organization, P O Box 14026-80117. Mtopanga, Mombasa.** Do not attach certificates and testimonials at this stage.

Kindly Note;

- The closing date for submitting applications is, **30th May 2021**
- We regret that only short-listed candidates will be contacted.
- We highly encourage women who meet the above qualifications to apply.
- All applications received after the deadline won't be considered
- Must be **30 years old or below.**