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<b>Organisation</b>	Non-Communicable Diseases Alliance Kenya
<b>Job Title</b>	Program Officer Monitoring, Evaluation, Reporting and Learning
<b>Position Reports to</b>	Programmes Manager
<b>Position Supervises</b>	Programme Assistant/s
<b>Duty Station</b>	Nairobi office with occasional travel to Counties
<b>Position duration</b>	1 Year with possible extension
<b>Expected starting date</b>	July 1, 2024
<b>Application Deadline</b>	June 12, 2024

### Background

Non-Communicable Diseases Alliance Kenya (here referred to as NCD Alliance Kenya) is the national umbrella body of all organizations, patients' groups, non-governmental organisations (NGOs), community-based organisations (CBOs) and professional associations involved in advocacy, prevention, control, care, and rehabilitation of persons living with or at risk of developing NCDs. The Organisation seeks to address the rising prevalence of NCDs comprehensively and sustainably in Kenya by bringing together stakeholders working on NCD prevention and control. It plays a leading role in coordinating, capacity building its membership and developing partnerships with multi-sectoral stakeholders, both health and non-health, to facilitate effective promotion and advocacy interventions for the prevention and control of NCDs. NCD Alliance Kenya emerged out of the need to address the rising prevalence of NCDs comprehensively and sustainably in Kenya.

### Job Summary

NCD Alliance Kenya is looking for a qualified, self-driven individual to provide leadership in monitoring and evaluation activities. The person is expected to have good knowledge and skills on Monitoring, Evaluation Reporting and Learning (MERL) on clinical/health programs and understand the overall program management cycle.

### Key responsibilities:

- Develop and implement a robust monitoring and evaluation system that will ensure tracking of project/ programme results at different levels (outputs, outcomes and impact).
- Develop an integrated database of all NCD Alliance Kenya projects/ programmes and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.
- Work with programme officer and manager to ensure the collection of relevant and appropriate data needed for an effective MERL system which will be utilized in monitoring strengths, weaknesses and gaps in existing projects/ programs and services and for reporting on donor commitments.
- Undertake program evaluation, generate high-quality results, synthesize evidence, and produce high-quality evidence to guide decision-making at NCD Alliance Kenya and different levels.
- Provide effective, accurate and timely monitoring, evaluation, and reporting of Program activities.
- Design, implement and supervise NCD Alliance Kenya's program M&E activities, ensuring that lessons learned are integrated to improve monitoring and evaluation undertakings of the organisation.
- Document and disseminate monitoring and evaluation activity implementation to improve the system.

- Develop and oversee a Performance Monitoring Plan to capture program performance and results, including baseline, midline and end-line assessments and all outcome and impact evaluations.
- Carry out data quality assessments/ audits regularly for MERL data based on agreed indicators to guide decision-making.
- Alert the respective programme officers/ manager on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Build capacity of staff through training to ensure the adoption of new data monitoring tools and the quality of data collected.
- Keep abreast of new approaches and tools on M&E and provide training to NCD Alliance Kenya staff as requested. Enable staff to monitor and evaluate their efforts, gather relevant data and produce required progress reports.
- Document M&E activities and indicator results for progress and annual reports, as appropriate.
- Ensure M&E activities/implementations are consistent with Kenya’s national monitoring and evaluation guidelines, protocols, information, and reporting systems.
- Perform any other responsibility as may be assigned.

#### **Qualifications and Experience**

- Degree in Nursing, public health, epidemiology, demography, community health, medical biochemistry, social sciences, or any other related course or equivalent experience and having course work in monitoring and evaluation.
- Six (6) years’ experience in NGO in similar positions.
- Experience in coordination of programmes, especially health programmes.

#### **Skills and Attributes**

- Proven expertise and experience in quantitative and qualitative research methodologies, operations research, health management information systems, reporting, data quality assessments, data analysis and presentation and setting up and managing M&E systems that track performance as per the objectives.
- Strong technical skills, including the ability to process and analyze data using one or more statistical software packages, including at least one of the following: SPSS, Epi-Info, Stata, Excel
- Expertise in research to practice—identifying and adapting best practices to specific project contexts.
- Excellent skills in facilitation, team building, and coordination
- Excellent verbal, written interpersonal and presentation skills in English and Proficiency in word processing and Microsoft Office
- Experiences in undertaking disease surveillance monitoring and evaluation activities
- Demonstrable evidence of strong written and oral communication skill
- Excellent analytic, writing, and organizational skills

#### **Application Submission**

Interested and qualified persons are invited to submit their CVs and Application letter in PDF format to [careers@ncdak.org](mailto:careers@ncdak.org) no later than **June 12, 2024, at 5.00 pm.**

The applications should include the position applied as the Subject as ***“Program Officer \_ Monitoring, Evaluation, Reporting and Learning.”***