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# Job Opportunity

**Date:** April 4, 2018

**Title:** Monitoring and Evaluation (M &E) Officer

**Number of Vacancies:** (1)

**Application deadline:** Wednesday April 18, 2018

**Duty station:** Nairobi-Kenya

## **Background:**

The African Field Epidemiology Network (AFENET) is a non-profit organization established in 2005 with a mission to improve human health through the strengthening and expansion of applied epidemiology and laboratory capacity in partnership with Ministries of Health, Non-Governmental Organizations, international agencies, private sector and other public health agencies. AFENET has its headquarters in Kampala, Uganda with operations in more than 30 African Countries.

The Kenya Field Epidemiology and Laboratory Training Program (FELTP) is a two-year postgraduate and competency based training program in applied epidemiology and public health laboratory management. The program was established in April 2004 and was designed in recognition of the need to strengthen the epidemiologic and laboratory management capacity of Kenya and East Africa region to meet the challenges of the emerging infectious diseases and other public health problems. Its mission is to contribute to the improvement of health of the people in Kenya, East Africa and beyond through the pursuit of excellence in competency based training in applied epidemiology and public health laboratory management, and through services provision.

Kenya FELTP seeks to fill position of **M & E Officer** which is based at the Nairobi-Kenya FELTP Offices with a competent person to support the FELTP operations.

## **The overall goals of FELTP are:**

- To develop a self-sustaining institutionalized capacity to train public health professionals in applied or field epidemiology and public health laboratory management.
- To provide epidemiological services to the public health system at national, county, sub-county and local levels.
- To manage laboratory services for the public health system at national, county, sub-county and local levels.

## **Responsibilities of M&E Officer:**

### **Communications and Reporting**

- Assist Program Director in establishing log frames, M&E work plans, and targets during the drafting of program annual work plans and targets as well as throughout project implementation
- Formulate and implement key performance indicators (KPI) and deliverables for both new and established projects and monitor them throughout the duration of the projects.
- Analyze indicators and performance, evaluate information and make recommendations
- Compile monthly, quarterly and annual FELTP reports for submission to MOH, AFENET and CDC and provide any reports as may be required.
- Compile funding specific reports e.g PEPFAR, PMI etc
- Lead in reviews of program level Monitoring & Evaluation (M&E) plan and associated work plans for FELTP activities by developing quarterly program activity log.
- Plan for and participate in program evaluations and assessments.
- Document the lessons learned and best practices of the different activities implemented by the program.

### **Data Management and Analysis:**

- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Perform supervisory field visits to residents' placement sites/workplace to provide technical support and verify quality and accuracy of data collected.
- Develop and maintain program M&E database for Basic, Intermediate and Advanced Epidemiology residents.
- Track the field products/deliverables of the residents and advise the Program Directors and staff on residents' performance on monthly basis.

### **M&E Systems Development:**

- Lead M&E system and process development, creating a framework and procedures for the monitoring and evaluation of program activities.
- Define the key program performance indicators (KPI) as well as monitor their implementation.
- Track the Advanced Epidemiology residents' performance from recruitment to graduation. This will include tracking the competencies: Surveillance data analysis and evaluation, outbreak investigations and other field investigations, Abstracts accepted in conferences, Manuscripts published, Conference attendance and submission of bound volume.
- Track the Basic and Intermediate Epidemiology residents' performance from recruitment to graduation. This will include maintaining database of didactic performance and field projects, Abstracts submitted to conferences and manuscripts published.

- Propose strategies to increase data use and demand amongst FELTP Program staff and residents.
- Support program staff and residents on ways to properly document, organize and capture program progress.
- Revise monitoring and evaluation procedures and tools.
- Ensure that donors, partners, and MOH data queries are addressed in an accurate and timely manner.

### **Outputs:**

The M&E officer will report to FELTP Program Director. In addition to the regular tasks, the officer will be responsible for providing /preparing following documents and reports during assigned period.

- Monthly, quarterly and annual reports.
- Program M&E databases for Basic, Intermediate and Advanced Epidemiology residents.
- Reports and proceedings of seminars, workshops and conferences.
- M&E logical frameworks, project performance tracking, indicators, data flow charts, M&E manuals.

### **Academic Qualifications:**

- Masters in Monitoring and Evaluation and or 5 years' experience with Monitoring and Evaluation relevant Basic Degree

Qualified candidates should send their application letters and CV to, The Director, FELTP Program, email address [hr@feltp.or.ke](mailto:hr@feltp.or.ke) by 18 April 2018.