

ADVERT NO. NG-CDFB/009/2022: MANAGER, MONITORING AND EVALUATION - NG-CDF SCALE 3 (1 post)

a) Requirements for appointment

For appointment to this Position, a candidate MUST have:

- i. Bachelor's degree in any of the following disciplines: - Social Science, Community Development, Development Studies, Project Management and Planning, Monitoring and Evaluation, or equivalent qualification from a recognized institution;
- ii. Master's degree in social science, Monitoring and Evaluation, or equivalent qualification from a recognized institution;
- x. At least ten (10) years' work experience; four (4) of which must be in a relevant field at supervisory/management level;
- iii. Certificate in Monitoring & Evaluation from a recognized institution;
- iv. Certificate in a leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Good communication skills;
- vii. Sound knowledge and understanding of the government development agenda;
- viii. Writing and Analytical skills;
- ix. Demonstrated professional competence and managerial capability as reflected in work performance and results;
- x. Proficiency in computer applications; and
- xi. Satisfy the requirements of Chapter 6 of the Constitution of Kenya

b) Duties and Responsibilities

The Manager, Monitoring and Evaluation will report to the Chief Manager, Corporate Planning and Strategy and will be responsible for the following:

- i. Monitor and report on the performance of the programmes in the constituencies and suggest appropriate measures for improvement.
- ii. Put in place sustainable mechanisms for participatory monitoring and evaluation in liaison with relevant stakeholders;
- iii. Develop and review a monitoring and evaluation framework for the NG-CDF interventions;
- iv. Track the implementation of the project monitoring and evaluation strategy, and recommend any possible changes based on the lessons learned;
- v. Establish guidelines on project monitoring and evaluation for different project components;
- vi. Coordinate conducting of Field visits to ascertain implementation progress and compliance with operational procedures;
- vii. Identify and document information requirements for the components of the monitoring and evaluation system;
- viii. Work closely with constituency committees to ensure that an effective Monitoring and evaluation system is in place;
- ix. Prepare Terms of References for special studies relating to the NG-CDF;
- x. Prepare periodic monitoring reports, and participate in the preparation of the annual WORK plans and budgeting;
- xi. Prepare M&E reports for the Board and Constituencies for submission to the Board through the Chief Manager, Corporate Planning and Strategy; and
- xii. Any other duty as may be assigned by the Manager, Corporate Planning and Strategy.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

NOTE

- i. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- ii. Applications containing false information shall be disqualified.
- iii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- iv. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- v. Only shortlisted and successful candidates shall be contacted.
- vi. Canvassing in any form will lead to automatic disqualification.
- vii. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- viii. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI