

ADVERT NO. NG-CDFB/026/2022: MONITORING AND EVALUATION OFFICER - NG-CDF SCALE 6 (3 posts)

a) Requirements for Appointment

For appointment to this position, a candidate MUST have:

- i. Bachelor's degree in any of the following disciplines: - Project Planning and Management, Social Science, Community Development, Development Studies, Monitoring and Evaluation, Economics, or equivalent qualification from a recognised institution;
- ii. Proficiency in computer applications;
- iii. Good communication skills;
- iv. Good writing skills; and
- v. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Monitoring and Evaluation Officer will report to the Manager, Monitoring and Evaluation and will be responsible for the following:

- i. Prepare Monitoring and Evaluation (M&E) work plan;
- ii. Receive and analyse Monitoring and Evaluation reports from the field;
- iii. Initiate periodic reports and forward to the senior M&E officer;
- iv. Participate in preparing budgets for the division;
- v. Undertake Monitoring visits and prepare reports to support decision making;
- vi. Initiate communication on the findings of the M&E process to the respective constituency committees and follow up to ensure corrective action;
- vii. Maintain up to date database on status of project implementation for constituencies;
- viii. Prepare quarterly project implementation status reports;
- ix. Participate in the preparation of the Monitoring and Evaluation framework;
- x. Prepare results-based mapping on Monitoring and Evaluation activities; and
- xi. Any other duty as may be assigned by the supervisor.

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