UNIVERSITY OF NAIROBI
EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

MONITORING & EVALUATION OFFICER, HEALTH STRAT CDC MESIS - PROJECT, FACULTY OF HEALTH SCIENCES; AD/5/92/24, 1 POST

Background

The University of Nairobi, Faculty of Health Sciences (UoN-FHS) received a Sub-Agreement from Health Strat (HS) under the project entitled "Strengthening Capacity Towards Sustainable Monitoring and Evaluation & Strategic Information Systems (MESIS)" following an award from the Centers for Disease Control and Prevention (CDC). This grant aims to enhance strategic information capacity for HIV/AIDS programs towards sustaining epidemic control in Kenya through monitoring and evaluation and data science through a collaborative effort between HS, UON and Ministry of Health (MOH) through the National AIDS and STDs Control Programme (NASCOP).

The Position

Reporting to the e-Learning Coordinator and the LMS Manager, the Monitoring & Evaluation Officer shall be responsible for designing, implementing, and overseeing monitoring and evaluation activities within the project. This will include developing monitoring and evaluation frameworks, collecting and analysing data, assessing project effectiveness, identifying areas for improvement, and producing reports for decision-making. In addition, the person will provide guidance and support to project staff on monitoring and evaluation related matters as well as collaborate with stakeholders to ensure that monitoring and evaluation processes align with the project goals and objectives.

Responsibilities

1. Documentation and sharing of best practices, lessons learned, and innovative approaches to e-learning design and delivery within the organization.
2. Review monthly data to identify gaps through facilitated reports and assisting in implementing changes to the E-Learning Courses.
3. Develop a monitoring plan to track performance of e-learning courses
4. Review and analyze data to inform performance of the e-learning courses including Monitoring student engagement, completion rates, and performance metrics to assess the impact of E-Learning initiatives
5. Prepare monthly, quarterly and ad hoc reports on learner outcomes, course effectiveness, and areas for improvement
6. Support data assurance and quality improvement initiatives by implementing robust data management procedures.

Required Qualifications & Experience

1. Bachelor's degree in any of the following fields: Project Planning & Management, Public Administration, Social Sciences or related field.
2. Experience in monitoring and evaluation including development of monitoring and evaluation plan, data quality and assurance initiatives, data analysis and reporting
3. Proficiency in data analysis software
4. Familiarity with the compliance requirements of an academic institution environment.

Required Skills, Knowledge and Abilities

1. Ability to work collaboratively in a team environment and engage with stakeholder's effective
2. Strong computer skills, including a high level of comfort with web-based applications
3. Good communication skills and excellent in time management.
4. Good analytical and report writing skills
5. Excellent written and verbal communication skills for preparing reports and presenting findings.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters, certified copies of certificate and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Head of Departments, where applicable, and be addressed to the Deputy Registrar, Recruitment and Training, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be email as one file in PDF to: recruit-meomesisp@uonbi.ac.ke

CLOSING DATE: TUESDAY, JUNE 11, 2024

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**