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## **Advertisement for a Monitoring and Evaluation officer**

### **TERMS OF REFERENCE**

<b><u>Title:</u></b>	<b>Monitoring and Evaluation Officer</b>
<b><u>Duration of Assignment:</u></b>	<b>1 year</b>
<b><u>Expected starting date:</u></b>	<b>January 2026</b>
<b><u>Direct Supervisor:</u></b>	<b>Executive director</b>

### **Background**

#### **Justice, Advocacy and Empowerment Centre**

Justice Advocacy and empowerment Centre (JAEC) is a registered Non- Governmental Organization founded in 2017. Our main mission is to promote social justice, responsive governance and inclusive development by empowering communities to actively participate in decision making processes, demand for accountability and also access their rights through advocacy, civic education and strategic partnership.

#### **Position Summary**

The Monitoring and Evaluation Officer will be responsible for designing, implementing, and managing monitoring, evaluation, accountability, and learning (MEAL) systems to track Programme performance, assess impact, and support evidence-based decision-making. The role will ensure timely collection, analysis, and reporting of high-quality data in line with organizational and donor requirements.

#### **Key Responsibilities**

- Develop and implement M&E frameworks, results frameworks, and logical frameworks.
- Design data collection tools, methodologies, and reporting templates.
- Collect, verify, analyze, and manage quantitative and qualitative program data.
- Track project outputs, outcomes, and indicators against work plans and targets.
- Prepare periodic M&E reports (monthly, quarterly and annual) for management and donors.
- Support baseline studies, mid-term reviews, and end-line evaluations.
- Build capacity of project staff and partners on M&E concepts, tools, and reporting.
- Ensure data quality, integrity, confidentiality, and compliance with ethical standards.

- Support learning, documentation of best practices, and knowledge management.
- Participate in project planning, review meetings, and field monitoring visits.
- Development of proposals for the organization and support in implementation

## **Qualifications and Experience**

- A Bachelor's degree or diploma in Monitoring and Evaluation, , Statistics, Development Studies, Social Sciences, or a related field
- At least 3 years' experience in M&E within development, NGO, or donor-funded programmes.
- Strong knowledge of results-based management, logical frameworks, and indicator tracking.
- Experience with data collection and analysis tools (e.g., KoboToolbox, Etc.
- Excellent analytical, report-writing, and communication skills.
- Demonstrated ability to work independently and in multidisciplinary teams.
- Experience working with county or national government systems of budgeting is an added advantage.

## **Key Competencies**

- Strong attention to detail and data accuracy
- Analytical and problem-solving skills
- Time management and ability to meet deadlines
- Integrity, accountability, and professionalism
- Good interpersonal and facilitation skills

## **Payment Terms**

Payments will be made on monthly based on the salary agreed on the contract signed.

Please send your application to [Justiceadvocacycentre@gmail.com](mailto:Justiceadvocacycentre@gmail.com) or [info@jaeckenya.org](mailto:info@jaeckenya.org) before 20<sup>th</sup> January 2026