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MONITORING AND EVALUATION OFFICER OPPORTUNITY WITH CHRIST IS THE ANSWER MINISTRIES [CITAM]

BACKGROUND

Christ Is The Answer Ministries [CITAM] is an English speaking Pentecostal church committed to a wholistic Gospel that impacts society in every sphere of life. Currently, CITAM has 25 assemblies in Kenya and 4 outside Kenya and provides quality education through the CITAM Schools and PAC University. The ministry runs the CITAM Children's Center, Mission Stations in Northern Kenya, provides value-based media services through Hope FM and Hope TV, CITAM Broadcast Service (CBS) and CITAM Church Online among other social media platforms.

CITAM wishes to recruit an experienced **Monitoring and Evaluation Officer** for its **Social Action, Advocacy (SAA)** department.

JOB SUMMARY:

Responsible for coordination of the monitoring, evaluation, and learning activities of the project and ensure all the requirements for reporting are met.

RESPONSIBILITIES:

- Collaborate with the Project Coordinator to ensure the gathering of essential data for an effective M&E system that will be used to evaluate project strengths, weaknesses, gaps, and opportunities and to report on partnership commitments.
- Conduct data quality assessments in collaboration with the project partners.
- Conduct regular monitoring and technical support visits to project locations to evaluate progress against approved plans and to provide feedback and recommendations for timely improvement.
- Assess project risks and concerns, engage with the Project Implementation Lead and stakeholders, and look for solutions.
- Collaboratively prepare and submit accurate and timely reports, to project stakeholders.
- Work closely with all technical project teams to improve project quality through improved data management systems and processes, serve as the focal point for all project assessments, and lead the program's Design, Monitoring, and Evaluation (DM&E) processes and evidence collecting.
- Attend to internal and external correspondences.
- Any other duties and responsibilities as may be assigned by supervisor.

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES:

- Be a born-again mature Christian who conforms with the CITAM Statement of faith.
- Degree in Statistics, Monitoring & Evaluation, Development Studies, or relevant field.
- Knowledge and experience in using statistical packages for analyzing complex datasets (Excel, SPSS, SAS).
- 3 years' experience in project work with 1 year in a similar position.
- Analytical, problem solving, and communication skills. Team player, diligent, self-driven, honest, and hard working.
- Computer literate with strong analytical, report writing skills, monitoring, and evaluation skills.

To apply for this position, interested and qualified applicants should send an application and their detailed CV to hr@citam.org to be received by close of business on **Friday 4th November 2022**.

Only shortlisted candidates will be contacted