



# MOVING THE GOALPOSTS

EMPOWERING GIRLS THROUGH FOOTBALL | KILIFI, KENYA

Moving the Goalposts is a pioneer sport for development organization founded in 2002 to empower girls and young women through football. The organization works with girls and young women between the ages of 9 to 25 years in the Coastal Region of Kenya notably, Kilifi, Mombasa, Kwale and Tana River. MTG's purpose is to strengthen the voice, impact, and influence of girls and young women by providing opportunities for them to play football, take on leadership roles, learn about their rights and how to claim those rights, with a focus on sexual reproductive health and choice. MTG contributes to this aim by making football an area of opportunity for girls, enabling community stakeholders to champion girl's rights and through strategic alliances that promote this goal.

**Post Title: Monitoring and Evaluation Coordinator - Based in Kilifi**

**Reporting to: Program and Advocacy Manager**

**Job Purpose:** The purpose of this role is to support both the program team in monitoring, tracking progress and measuring the impact of all programs and further support the senior management team in tracking the execution of the strategic plan and the results thereof.

**Main Roles and responsibilities:**

**1.Strategy implementation:**

- Develop and Coordinate the implementation of MTG's M&E Framework
- Project Management: Support the development of appropriate tools for each program /project.
- Development and management of M&E department budget (monthly, quarterly and annual).
- Update organization's progress monitoring tools on a monthly, quarterly basis and annual basis

**2.Data Quality management:**

- Conduct periodic data quality checks and audit.
- Design and review relevant data collection tools.
- Collate and analyze data for reports, produce a systematic and analytical progress report to guide management in decision making.
- Ensure that M&E databases, tools and indicators are updated routinely and systematically, aligned to deliver donor deliverables and MTG strategic goals/objectives
- Prepare information to respond to senior management or donor data queries in an accurate and timely manner.
- Review existing data collection and management systems to identify gaps and opportunities that inform MEL technological innovations.

**3.Research:**



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- Support research development and implementation.
- Contribute to the production of research reports and publications.
- Present research findings and evidence to the program team.
- Participate in the preparation and implementation of special studies (e.g. baseline, impact evaluation, mid-term review).
- Collate data to support advocacy work.

## 4. Reporting:

- Responsible for the development and submission of quality M&E departmental reports
- Review donor reports prepared by project officers to review the accuracy of data, and timely submission to the respective coordinator.
- Ensure M&E departmental compliance with reporting and budgeting timelines.
- Development of the organization's annual reports and publications.
- Document lessons, case studies and success stories of MTG's activities/programs.
- Preparing and maintaining minutes of M&E department meetings.
- Oversee the filing and management of departmental records and documents.

## 5. Capacity Building:

- Provide assistance to project officers in the application of various Monitoring and Evaluation concepts and tools on need basis.
- Develop learning material and conduct training sessions on Monitoring and Evaluation concepts and principles for MTG staff and volunteers.

## 6. Staff Management

- Supervision of staff M&E staff.
- In liaison with the HR Manager, carry out appraisals of staff under your leadership.
- In liaison with the HR Manager, develop departmental capacity development plan for training program staff on specific aspects of monitoring and evaluation.

## 7. Resource mobilization:

- Provide input of data, lessons, research, and best practice to the respective coordinators, PAM, and Executive Director in the development concepts and proposals.



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## Skills & Experience:

- Research & report writing skills
- Statistical and data analysis skills and ability to use tools such as SPS
- Training & capacity building skills
- Planning and Resource mobilization skills
- Good communication skills (oral & written)
- Ability to work in multi-disciplinary teams
- High proficiency in computer knowledge
- Should be able to speak and write in English and Kiswahili

## Requirements:

1. A degree in social sciences, Public Health or statistics
2. Postgraduate Certificate/Diploma in M&E

## Application process

Application letters accompanied by a detailed CV should reach MTG on or before **10<sup>th</sup> January 2021** addressed to the Human Resource & Admin. Manager, or send an email to **humanresource@mtgk.org**. Ensure that the subject line indicates the position advertised. Only shortlisted candidates will be contacted.