



MOVING THE GOALPOSTS

EMPOWERING GIRLS THROUGH FOOTBALL | KILIFI, KENYA

Moving The Goalposts is a sport for development organization established in the 2002 in Kilifi. The organization uses football to empower girls in the rural and urban areas of Coast region. MTG envisions a more inclusive, just and peaceful world where girls' and women' human rights are realized and protected. It uses a rights-based approach and focuses primarily on sexual and reproductive rights, health and choice. More than nine thousand girls (aged 9 – 25 years) participate in tournaments and ongoing leagues in Kilifi, Mombasa, Kwale and Tana River counties. MTG leagues are youth-led and managed and include girl advocates that promote health sexual choices, financial independence and female leadership. Girls are also encouraged to take up more leadership roles in their Communities.

To further its mission, Moving the Goal posts seeks to recruit for the following positions to support its Monitoring and Evaluation as well as advocacy and communication portfolio

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

Reporting to: **Monitoring, Evaluation and Learning (MEL) Coordinator**

Job purpose: The role of the Monitoring and Evaluation Assistant will be to support the MEL Coordinator oversee the execution of day to day monitoring and evaluation tasks of the organization. The incumbent roles of the Monitoring and Evaluation Assistant will be as follows:

1. Coordinate quality data collection and entry as per MTG's data collection policies and procedures.
2. Record, manage and preserve monitoring and evaluation data in a safe and accessible way.
3. Ensure that all data collection activities conducted in MTG meet research ethics thresholds and are compliant with MTG child protection policy.
4. Contribute to sourcing and development of Most Significant change stories.
5. Support in the development and review of tools in partnership with the programs team.
6. Support the MEL Coordinator in preparing information to respond to senior management or donor data queries in an accurate and timely manner.
7. Contribute to the process of reviewing existing data collection and management systems in order to identify gaps and opportunities that inform MEL technological innovations.
8. Ensure quality data collection and analysis through conducting periodic data quality checks.
9. Assist Monitoring Evaluation and Learning Coordinator develop and compile monthly, quarterly, bi annual and annual reports.
10. Assist the Monitoring Evaluation and Learning Coordinator in the development of Monitoring and Evaluation department workplans and budgets (Weekly, quarterly and annual)
11. Consolidate programmatic monthly, quarterly and annual workplans
12. Update organization's progress monitoring tools as per the organization's monitoring and evaluation plans.
13. Any other task that may be assigned by the MEL

Requirements:

1. Diploma or Bachelor's degree in social sciences, project management or statistics



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2. Minimum of 2 years relevant experience in a monitoring and evaluation role.
3. Excellent verbal, written and interpersonal skills.
4. Good time management and organization skills.
5. Proficiency in use of Microsoft Office and statistical tools e.g. SPSS or STATA.

Application process

Application letters accompanied by a detailed CV should reach MTG on or before **1st November 2019** addressed to the Finance & Admin. Manager. The email to be sent to **humanresource@mtgk.org**. Ensure that the subject is clear with position advertised. Only shortlisted candidates will be contacted.