



MONITORING & EVALUATION COORDINATOR

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, and 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 girls' rights, and through strategic alliances that promote this goal.

Post Title: Monitoring & Evaluation Coordinator - Based in Kilifi

Reporting to: Program and Advocacy Manager

Job Purpose: The purpose of this role is to support 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 project
- Development and management of M&E department budget (monthly, quarterly and annual).
- Update the organization's progress monitoring tools on a monthly, quarterly basis and annual basis

2. Data Quality management:

- Conduct periodic data quality checks and audits;
- Design and review relevant data collection tools;
- Collate and analyze data for reports and produce a systematic and analytical progress report to guide management in decision-making.
- Ensure that the M&E databases and tools, and indicators are updated routinely and systematically and 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 in order to identify gaps and opportunities that inform MEL technological innovations.

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3. Research:

- Support research development and implementation;
- Contribute to the production of research reports and publications;
- Present 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 of donor reports prepared by the project officer to review the accuracy of data, and timely submission to the respective coordinator;
- Ensure M&E departmental compliance to reporting and budgeting timelines;
- Development of the organization's annual reports and publications
- Document lessons, case studies, and success stories of Inclusion in MTG's activities/programs
- Preparing and maintaining minutes of M&E department meetings
- Oversee 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 a need basis.
- Develop material and conduct training 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 an appraisal of staff under your leadership.
- In liaison with the HR Manager, develop a departmental capacity development plan for training the staff in 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 of concepts and proposals.

Skills & Experience:

- Research & report writing skills
- Statistical and data analysis skills and ability to use tools such as SPSS, Kobo Collect, Advanced Excel and Microsoft Power Bi
- Training & capacity building skills
- Planning and Resource mobilization skills

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- Good communication skills (oral & written)
- Ability to work in multi-disciplinary teams
- High proficiency in computer knowledge

Requirements:

1. A degree in social sciences or statistics
2. Postgraduate certificate/diploma in M&E

Application process;

Application letters accompanied by a detailed CV should reach MTG on or before **30th September 2022** addressed to the Human Resource & Admin. Manager. Through the email; **humanresource@mtgk.org**. On the email subject, please indicate the position applied for.

Kindly note that due to a large number of applications, we may receive, we shall only contact the shortlisted candidates.

Equal Opportunity Statement: Moving the Goalposts does not discriminate in employment on the basis of race, age, color, religion, sex (including pregnancy and gender identity), political affiliation, sexual orientation, marital status, or disability. Please note that our recruitment process is free of charge.

Safeguarding: We are committed to safeguarding and protecting children and young women and as such, candidates will be subject to pre-employment checks.