



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, 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 and 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 M&E tools for each project
- Development and management of M&E department budget (monthly, quarterly and annual).
- Update the organization's implementation progress monitoring on a monthly, quarterly basis and annual basis

2. Data Quality management:

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

3. Research:

- Support research development and implementation
- Contribute to the production of research reports and publications
- Present findings and evidence to the program team



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- 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 & Learning:

- Responsible for the development and submission of quality M&E departmental reports
- Review the accuracy of data prepared for donor reports and ensure 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
- Manage the learnings and dissemination of the lessons that emanate from the project implementation
- Prepare and maintain 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 Monitoring and Evaluation concepts and principles material and conduct training for MTG staff and volunteers

6. Staff Management

- Supervision of 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 practices 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 SPS
- Training & capacity building skills
- Planning and Resource mobilization skills
- Staff supervision
- Good communication skills (oral & written)
- Ability to work in multi-disciplinary teams



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- High proficiency in statistical applications (e.g. Tola data, SPSS, STATA, Kobo Collect, MAXQDA analytics, Microsoft Power BI, NVivo)

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 **12th January 2024** addressed to the Human Resource & Admin. Manager. The CV and application should be sent to **humanresource@mtgk.org**. Ensure that the subject is clear with the position advertised.

Kindly note that only shortlisted candidates will be contacted. **Interviews will be on a rolling basis.**

Equal Opportunity Statement: Moving The Goalposts does not discriminate in employment based on race, age, color, religion, sex (including pregnancy and gender identity), political affiliation, sexual orientation, marital status, or disability.

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

Moving The Goalposts does not charge any fees at any stage of the recruitment process.