



Vacancy: Monitoring and Research Assistant

Location: Kisumu

About ICS SP

We work towards a better future for children. Together with families, communities and other stakeholders we initiate programmes that create safe and nurturing environments for them. We are looking for individuals with a passion to make a positive difference in the lives of children and young people to join us in our journey of building stronger, capable and connected families where children are well nurtured and enabled to realize their hopes and aspirations. www.icsafrica-sp.org

Purpose of function

The Monitoring and Research Assistant will work in coordination with the M&E coordinator and will be responsible for implementing and managing the monitoring and evaluation (M&E) activities according to ICS SP Monitoring and Evaluation protocols in order to deliver a high-quality, results-oriented project.

Roles and responsibilities

- Support research design and methodology for project related research
- Assist project staff and the project manager in clarifying project information needs and proposing strategies to increase data collection and data use;
- Work with the project team to develop tools and data collection procedures including, but not limited to performance tracking tools, indicators, data flow charts, and M&E manuals;
- Train and support the Project Teams in methodologies to properly capture, consolidate and archive data regarding program performance;
- Perform regular field visits to ensure the quality of data collected by Projects Team and verify the accuracy of reported data;
- Coordinate the preparation of all monitoring and evaluation reports, guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission;
- Establish an effective system for assessing the validity of monitoring and evaluation data through a review of activities/installations, completed monitoring forms/databases, and a review of aggregate level statistics reported;
- Provide data to the program team to support responses to donor, partner, and management team data queries in an accurate and timely manner;
- Review and analyse internal reports to identify potential deficiencies in project implementation and to enhance quality of reporting

- Develop close working relationships with all project participants and stakeholders and establish and maintain good working relations with external partners as required.
- Any other task as assigned by the supervisor

Monitoring and Research Assistant Job Qualifications

- University Degree preferably in Development Studies, Social Science, Statistics, or other related field;
- At least 2 years work experience in offering program support in donor funded projects;
- Extensive experience with monitoring program implementation using qualitative and quantitative approaches;
- Experience in monitoring and evaluating child, family , education and/or community development programs;
- Demonstrable experience in coaching, mentoring or managing teams of professionals;
- Excellent ICT skills with command of MS Excel and other MS Office packages;
- Strong verbal and written English and Kiswahili language skills.
- Experience using data analysis packages such as SPSS, R, STATA, and database management systems.

If you are a professional with a passion to make a difference in children and young people's lives, send your application letter and resume to icsro@icsafrica.org. The deadline for submitting applications is 6th December 2018. Only shortlisted candidates will be contacted. Applications will be reviewed on a rolling basis. Please indicate the position you are applying for as the subject of your email. ICS SP is an equal opportunity employer. All staff are required to adhere to our child safeguarding policy.