



**Strathmore**  
UNIVERSITY  

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**BUSINESS SCHOOL**

### **SBS VACANCY ANNOUNCEMENT**

**JOB TITLE:** Monitoring, Evaluation, and Learning Manager – Centre for Business Journalism

**DEPARTMENT:** Strathmore University Business School

**REPORTING TO:** Program Director

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Strategic Planning and Development:**

- Design, develop, and implement a comprehensive M&E framework and plan, tailored to the specific context of each country.
- Collaborate with country teams to align the M&E framework with local needs and contexts.

#### **Data Collection and Analysis:**

- Develop and oversee data collection tools and methodologies ensuring data quality and integrity.
- Analyze data to derive insights, trends, and patterns, providing actionable recommendations for improvement.

#### **Reporting:**

- Prepare and present regular M&E reports, detailing findings, lessons learned, and recommendations.
- Collaborate with other departments to integrate M&E findings into broader organizational strategies and reports.

#### **Capacity Building:**

- Train and mentor country teams on M&E best practices, tools, and techniques to ensure consistent application.
- Identify areas for improvement and organize training sessions or workshops as needed.

**Stakeholder Engagement:**

- Liaise with donors, partners, and other stakeholders, providing them with necessary reports and updates.
- Facilitate periodic review meetings with stakeholders to discuss progress, challenges, and ways forward.

**Continuous Improvement:**

- Stay updated with global M&E best practices and integrate them into the program as relevant.
- Use feedback and lessons learned to iteratively improve the training programs and the M&E system itself.

**Program Management:**

- Oversee the M&E budget, ensuring resources are effectively allocated.
- Collaborate with the broader program management team to ensure that M&E findings are integrated into the program design and implementation.

**JOB REQUIREMENTS**

The post holder will be required to have and to demonstrate evidence of the following qualifications, attributes, and skills:

- Bachelor's degree in international development, Social Sciences, Education, or a related field.
- Master's degree will be an added advantage.
- Minimum of 5-7 years of experience in monitoring and evaluation, preferably in an international context or multi-country setting.
- Proven experience in designing and implementing M&E frameworks and tools.
- Proficiency in Excel, SPSS, Tableau, PowerBi, or any other relevant data analysis and visualization software.
- Excellent communication skills in English.
- International travel capability.

**SKILLS AND COMPETENCIES**

- **Data Collection and Analysis:** Proficiency in designing surveys, conducting interviews and focus groups, and using statistical tools to analyze data.
- **Proficiency with M&E Tools and Software:** Familiarity with software like SPSS, Stata, R, KoboToolbox, ODK, Tableau, and Power BI, among others.
- **Indicator Development:** Ability to develop relevant, measurable indicators aligned with project objectives.

- **Logical Framework Approach:** Understanding and ability to design and manage log frames.
- **Research Skills:** Qualitative and quantitative research methodologies are crucial for thorough evaluations.

If you are interested in the position and have the skills we are looking for, we would like to hear from you. Please forward an application letter together with a copy of your updated resume quoting '**Monitoring, Evaluation and Learning Manager**' to the People and Culture Manager, Strathmore University Business School, on [careersbs@strathmore.edu](mailto:careersbs@strathmore.edu) by end of the day (5.30 pm) **Wednesday, 3<sup>rd</sup> April 2024**.

Due to the large number of applications, we may receive, only the shortlisted applicants will be contacted.

Please be advised that Strathmore University Business School is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.