



Monitoring and Evaluation Assistant

Location: Mutomo, Kitui

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

Building around a new CHAMPS (CHildren And Mother PartnershipS) model, CMMB will work at both the community and clinical levels in these targeted communities to strengthen health services and address the leading causes of maternal and child death. In addition, CMMB will expand its volunteer program to strengthen health care delivery in CHAMPS-supported facilities, and will engage with the pharmaceutical industry to help meet the needs of CHAMPS communities and facilities.

CMMB is committed to learning and evolving in order to successfully achieve impact in its strategy, and will have strong vertical and horizontal team structures in alignment to the global strategy in order to encourage accountability, communication, and effective project management.

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Department Summary

The Programs Department plays a critical role in achieving CMMB's [strategy around improving the lives of women and children](#), by leading the provision of high quality programs focused on children's and mothers' health, and particularly in the development and implementation of our [CHAMPS model](#). This team is also responsible for generating revenue from and partnering effectively with government(s), major foundations, and other major donors, and will help to position and enhance CMMB's technical capacity and reputation in the field of global healthcare.

CMMB has been working in Kenya for almost 15 years. CMMB works to ensure that the most vulnerable populations, especially mothers and children, have access to quality services in health care, health promotion and illness prevention.



Overview

Under the direct supervision of the Monitoring and Evaluation Officer- Nairobi, the Monitoring and Evaluation Assistant will be responsible for supporting the M&E activities of the CHAMPS program in Kitui South, including data collection, management, analysis, reporting and follow-up on activities

Responsibilities

Planning

- Supporting the M&E and Program team in the design of programs;
- Assisting the M&E and Program teams in the development of M&E plans, which include the design of indicators, data collection, verification, analysis, and reporting methods
- Assisting in developing the knowledge management system to improve knowledge capturing, transferring, and use

Data Collection

- Undertaking visits to the field as needed to conduct and/or supervise data collection or verify data quality
- Designing and conducting surveys, key informant interviews, and focus group discussions
- Compiling and report best practices and lessons learned
- Contributing to the documentation of program events such as meetings, events, and workshops

Data Management

- Contributing in developing databases, tools, and templates to track M&E activities
- Regularly updating and maintaining information databases and trackers to a high level of accuracy and completeness

Data Analysis and Reporting

- Analysing and synthesizing data for use in strategy and program improvement
- Preparing project reports on a monthly, quarterly and annual basis
- Preparing other M&E related documentation as requested by the M&E Lead

Qualifications

- You have a Bachelor's degree in a relevant discipline (IT, Statistics, social science, communication or related field). A certificate in monitoring and evaluation is an advantage.
- You have at least 2 years' working experience in monitoring and evaluation in the health sector. Experience in child and maternal healthcare is a distinct advantage.
- You are proficient in MS Word, Excel, and PowerPoint
- You have experience with data form design, collection, and data entry
- You have experience with data management and analysis
- You have experience with report-writing



- You have experience with knowledge management (KM) is desirable.
- You have experience working with an NGO
- You have experience working with Microsoft Word, Excel and have data analysis software skills
- You are comfortable working for a faith-based organization.
- You believe in CMMB, where we're going, and what we can do together to achieve **Healthier Lives Worldwide**.

How to apply

Visit our [careers page](#) for more information and [click here to apply](#)

Candidates under consideration will be shortlisted for interviews to be conducted in CMMB Mutomo office-Kitui South.

All applications must be received by 27th March 2018

A message from Bruce Wilkinson, our President and CEO

As president of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The Monitoring and Evaluation Assistant is critical to our mission and vision. I welcome your interest in joining CMMB's diverse, talented, professional and motivated team and lead our Kenya team achieve our mission.

Cheers,
Bruce