



Monitoring and Evaluation Assistant

Location: Machakos

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**, **Accountability** 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.

Department Summary

CMMB implements a community focused Tuberculosis prevention, care and treatment interventions in Machakos and Makueni counties with support from the Global Fund to Fight AIDS, Tuberculosis and Malaria. The project's activities contribute towards ensuring provision of quality care and prevention services for all people with TB and attainment of universal health coverage through comprehensive TB/HIV prevention, treatment, and care. The project focuses on addressing the TB/HIV nexus by equipping, supporting, and building capacity of community health systems and actors. In addition, it strengthens the health management information system (HMIS) to generate timely, accurate reporting of community-level TB interventions, contact tracing, and getting treatment interrupters data into the national platforms. This is besides improving service delivery at community and facility levels by facilitating mentorship and on-the-job training functions to community health volunteers (CHV) and healthcare workers (HCW) to improve their communities' and facilities TB-related health outcomes.

Overview

CMMB is looking for a suitable candidate to fill this position. The M&E Assistant will support the day-to-day implementation of project interventions in liaison with the M&E Officer. Further, s/he will be support the



development and implementation of an effective monitoring and evaluation system for efficient data collection and analysis as well as promotion of program quality, documentation, experience sharing and learning. Besides preparation of timely donor reports, the position will work closely with the project teams to assess and provide feedback on the progress of delivery of key project deliverables.

Responsibilities

- Support the M&E Officer to provide leadership and accountability in management of the M&E function within the project and support implementation of the project work plan.
- Support the continued operationalization of the project's M&E system and structures for internal and external audiences that guide effective decision-making by the project team
- Support project reporting process to internal CMMB's systems locally and globally, donors and government including preparation of monthly, quarterly, and semi-annual progress reports as well as data audits and responding donor inquiries.
- Conduct regular field visits to ensure quality of data collected by the project team and verify the accuracy of reported data.
- Build the capacity of the project team and support them in accurate collection of performance data, data capture, analysis, utilization, and archiving.
- Lead and strengthen quality control of data to assure the integrity of data for analysis, tracking, and validation.



- Work closely with the project teams initiate effective work plan and burn rate tracking measures to routinely assess and provide feedback on the progress of delivery of key project deliverables.
- Contribute to the development and adoption of a framework for proper documentation and effective maintenance of records for projects initiatives that ensure processes, activities and statistics are well captured and records kept in line with established policy and protocols
- Participate in M&E technical working groups at the county level as is relevant to the project interventions.
- Contribute to resource mobilization initiatives through provision of appropriate data and information as might be required for development of concept papers and proposals.
- Ensure a working environment of mutual trust, respect, and care with other staff, encouraging effective teamwork with staff members and partners.

Qualifications

- You have a bachelor's degree in Monitoring and Evaluation, Statistics, Social sciences, or related field.
- You have at least 3 years' working experience in monitoring, evaluation and learning within a Public Health focused NGO.
- You have Practical experience in use of data analysis tools like STATA or SPSS and advanced Excel.
- You can design M &E tools, surveys, surveillance systems and evaluations.
- You have experience with data form design, collection, and data entry
- You have experience with data management and analysis
- You are an excellent analytical and detail-oriented individual with experience in data management.
- You have strong interpersonal skills with the ability to work with people from diverse backgrounds
- You have demonstrated ability to train and build capacity both at individual and team level.
- You have excellent report writing skills.
- Experience with TB programs and reporting is an added advantage
- 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](#)

All applications must be received by 15th June 2023. Only shortlisted candidates will be contacted.