



## IMPACT RESEARCH AND DEVELOPMENT ORGANIZATION

### VACANCIES: MONITORING AND EVALUATION OFFICER& FIELD OFFICER

Impact Research and Development Organization (IRDO) ([www.impact-rdo.org](http://www.impact-rdo.org)) is a registered Kenyan NGO with a main office in Kisumu and regional offices in 10 counties of Kenya. IRDO's principal mandate is to design, implement and evaluate HIV/AIDS research and intervention programs that improve the health status of individuals and local communities. IRDO is currently funded by Kenya Red Cross Society through Global Fund Round 10 HIV/AIDS Project to implement HIV prevention, care and treatment services that include the following modules: modules: prevention programs for the general population, prevention programs for sex workers, treatment care and support, EMTCT and program management in Homabay County. We are looking for qualified and experienced personnel to fill in the following position from July 01 2016.

#### Position: MONITORING AND EVALUATION OFFICER

**Overall Job Summary:** The M&E Officer is responsible for guiding the overall project M&E strategy and implementation of related activities within the project and undertakes timely preparation and submission of reports to the donor, MoH and other project stakeholders.

**Reports to:** The Project Coordinator

**Location:** Based in Suba Sub-county, Homa-bay County with frequent field visits to implementation sites within the sub-county.

#### Key Responsibilities and Duties:

- Perform data entry and management including data cleaning, and archiving to support the implementation of HIV prevention program activities.
- Review, analyze, and validate activities data to ensure consistency, integrity and accuracy based on project specific guidelines.
- Maintain documentation based on Global Fund/Kenya Red Cross guidelines to assist in standardizing data management procedures.
- Preparation and submission of accurate and timely reports to the donor, MoH and other project stakeholders
- Verification of reports and data provided by CHVs, Field Officers and health facilities
- Participate in project monitoring visits/forums with the SCHMT, other project staff, health care workers and CHVs
- Ensure relevant MoH/donor data collection and reporting tools are in place and are being used correctly by staff, CHVs, health care workers to collect required and accurate data for project monitoring and performance

#### Minimum Qualifications and Competencies:

- Bachelors degree in public health, epidemiology, surveillance, M&E, Statistics or any other numerate subject in a health-related field.
- Minimum 3-4 years of experience working as an M&E Officer in public health related programs, preferably in a Global Fund funded program including experience with Global Fund M&E system and reporting requirements.
- Must have a solid understanding of health programs especially HIV

- Practical knowledge of database systems will be an added advantage; however, proficiency in MS-Office applications is a must.
- Must be honest; and well organized.
- Other competencies: Ability to multi-task; good writing and presentation skills; communication skills and teamwork; able to travel long distances; can work long hours, including weekends and public holidays when necessary (and at night during moonlight outreaches.)

**Position: FIELD OFFICER**

**Job Summary:** To provide oversight for and coordinate the following implementation modules: prevention programs for the general population, prevention programs for sex workers, treatment care and support, EMTCT and program management.

**Reports to:** The Project Coordinator

**Location:** Based in Suba Sub-county, Homa-bay County with frequent field visits to implementation sites within the sub-county.

**Key Responsibilities and Duties:**

- Reporting to the Project Coordinator about implementation of the modules: prevention programs for the general population, prevention programs for sex workers, treatment care and support, EMTCT and program management.
- Develop, update and oversee the implementation of Community Health Volunteers Work Plans/Action Plans.
- Ensure that program activities including community outreaches, review meetings, home visits and trainings are carried out according to the Global Fund/Kenya Red Cross guidelines and with due diligence.
- Ensure that correct information is relayed to beneficiaries, Sub-county Health Management Team (SCHMT) and other stakeholders in a timely manner.
- Serve as a liaison person between IRDO, beneficiaries, SCHMT and the general community in dispensing information and activity reports.
- Prepare and submit progress reports at required intervals; represent IRDO at meetings and relevant forums
- Regularly report to the Project Coordinator as and when required.

**Minimum Qualifications and Competencies:**

- Possess a Bachelors degree in Social Sciences, Community Development or related field from a recognized institution
- Must have at least 3 years experience coordinating Community based HIV intervention programs, preferably in a similar project/related project; must have experience with staff supervision. Knowledge and experience of implementing Community Health Strategy is added advantage
- Must be honest; and well organized.
- Must be pleasant, have good communication skills and willing to work under pressure.
- Other competencies: Ability to multi-task; excellent writing and presentation skills; excellent communication skills and teamwork; able to travel long distances; can work long hours, including weekends and public holidays when necessary; proficient in Microsoft Office packages.

Submit applications, complete with CV, copies of certificates and testimonials, names and telephone numbers of three professional referees, current and expected salary, to reach the undersigned not later than **15<sup>th</sup> June 2016.**

**The Human Resources Manager  
Impact Research and Development Organization  
P. O. Box 9171 – 40141, Kisumu.**