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VACANCY ANNOUNCEMENT

Pastoralist Girls Initiative (PGI) is a Non-Governmental Organization (NGO) registered with Kenya NGOs Co-ordination Board. The organization was founded in 2001 as a community based organization (CBO) with initial membership of 15 members drawn from former North Eastern Province of Kenya. The organization is dedicated to alleviating the challenges encountered by the pastoralist communities in Kenya by addressing their needs in a two-pronged approach: addressing immediate practical needs, this include emergency food relief and school fee for needy girls while championing the plight of pastoralist women and girls especially on matters related to education, food security, human rights including rights to property ownership and economic empowerment.

PGI believes in sustainable community development that can only come about by involving the marginalized persons in all dialogue aimed at enhancing community organization. PGI works with the most vulnerable members of the community by empowering them to play their rightful role and champion their own rights. PGI works towards reducing gender disparity in access to resources, extreme poverty, ignorance, poor health and gender based violence by addressing cultural, systemic, natural, personal and other factors that militate against their economic and social advancement.

PGI is implementing a number of projects in Garissa, Tana River and Kilifi counties in Kenya. We are looking for a qualified personnel to fill the position below.

MEAL OFFICER 1 POSITION

Role Purpose:

Under the general guidance and direction of the Research and MEAL Specialist, the **MEAL Officer** will work as part of the county M&E team responsible for program quality assurance, accountability, documentation, and learning. The MEAL Officer will oversee the day-to-day implementation of the M&E system at the sub-county level, including data collection, collation, entry, analysis, and use for decision-making. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to adjust working hours accordingly.

Scope of Role:

- **Reports to:** Executive Director

Key Areas of Responsibilities:

- **Information Management:**
Manage data generated through MEAL activities, such as complaints databases and action trackers.
- **Field Monitoring:**
Organize field visits to monitor program activities/interventions against quality benchmarks and quality checklists. Produce and share reports with the program and management teams based on findings.
- **Support Program Teams:**
Support program staff to strengthen joint planning and monitoring with stakeholders. Contribute to the quality of program design, reviewing log frames, results frameworks, project plans, strategic plans, and MEAL plans.
- **Action Plan Follow-up:**
Ensure that agreed action plans are implemented on time by the program team and that feedback loops are closed.
- **Reporting & Sharing:**
Share MEAL findings and CFM issues in monthly meetings. Assist in sharing monitoring reports, CFM databases, preliminary verification reports, and case studies.
- **Data Collection & Analysis:**
Collect routine monitoring data and follow up with program teams on data collection and reporting. Support data entry into mobile and computer-based systems and resolve data quality issues.
- **Surveys & Monitoring:**
Support the roll-out and supervision of Annual Surveys, Post Distribution Monitoring (PDM), and Quality Inquiry Surveys. Assist in conducting quarterly data review meetings and ensure routine data quality assurance.
- **MIS Collaboration:**
Support data management in collaboration with MIS officers and ensure timely and accurate data entry (e.g., IPTT data on PRIME).
- **Technology and Innovation:**
Support the adoption of relevant technologies to improve the efficiency of the program's M&E function at the sub-county level.
- **Capacity Building:**
Support Sub-County government M&E and data use platforms, including review meetings, data quality assurance, mentoring, and supportive supervision.
- **Additional Responsibilities:**
Perform other duties as assigned by the supervisor.

Behaviors (Values in Practice):

- **Accountability:**
Takes ownership for decision-making, managing resources efficiently, and role modelling Save the Children values. Holds others accountable for delivery of responsibilities while ensuring appropriate consequences when results are not achieved.
- **Ambition:**
Sets challenging goals for themselves and their team, encouraging personal development and motivating others to do the same.
- **Collaboration:**
Builds and maintains effective relationships with colleagues, team members, and external stakeholders, valuing diversity and inclusivity.
- **Creativity:**
Develops and encourages new and innovative solutions and is willing to take disciplined risks.

- **Integrity:**
Demonstrates honesty and transparency in all actions and decisions, upholding the highest levels of integrity.

Competencies for the Role:

- **Communicating with Impact:**
Communicates confidently and clearly with others to engage and influence, fostering dialogue and trust.
- **Innovative and Adaptive:**
Develops and implements innovative solutions to adapt to a rapidly changing work environment.
- **Problem Solving and Decision Making:**
Makes considered and effective decisions based on available data, evaluating all relevant information.
- **Working Effectively with Others:**
Collaborates effectively with a diverse team, demonstrating leadership when needed and contributing to shared goals.

Qualifications:

- **Essential:**
 - At least a Bachelor Degree in Social Sciences, Public Health, Development Studies, Population Studies, or related field (coursework in M&E, research methodologies, statistical analysis, or organizational development is beneficial). A degree is an added advantage.
 - Minimum of over 5 years of experience in program monitoring and evaluation (entry-level positions or fresh graduates may apply).
 - Certification in Monitoring and Evaluation from recognized institutions (e.g., UoN, AMREF, KIM) is an added advantage.
 - Experience in quantitative and qualitative research methods, including proficiency in data analysis software (e.g., STATA, SPSS, ATLAS.ti).
- **Experience & Skills:**
 - At least 4 years of experience in developmental or humanitarian programs with 2+ years in field postings and M&E roles, preferably in INGOs or UN agencies.
 - Solid background in managing or supporting projects with a variety of funding sources, including but not limited to USAID, ensuring alignment with diverse M&E frameworks and donor requirements.
 - Experience in community participation and accountability systems.
 - Proficiency in data collection tools and software, including mobile data collection systems, and experience with digital data collection (tablets, mobile apps, etc.).
 - Strong analytical and problem-solving skills, with proficiency in statistical and graphical software.
 - Excellent communication skills in English and Kiswahili (Turkana or Samburu language proficiency is a plus).
- **Desirable:**
 - Experience working in arid and semi-arid lands (ASAL) settings.
 - Knowledge of USAID/FFP M&E guidance and working with complex/large projects.
 - Experience in training, capacity building, and representation in external forums.

Additional Job Responsibilities:

This role may involve additional duties as reasonably required based on skills and experience.

Female Candidates are encouraged to apply.

How to Apply

Qualified candidates are invited to submit their applications which should include a one-page cover letter clearly stating their motivation, qualifications, **salary expectation** and detailed CV with contact details of three professional referees to **recruitment@pastoralistgirls.org**
Because of the number of applications, we receive, applications not complying with all of these instructions will be deleted:

Application Deadline: Thursday 17th April 2025. 5:00PM

Applications will be reviewed on a rolling Basis. Female Qualified Candidates are encouraged to apply. Availability should **be immediate**.

Incomplete applications will not be considered. PGI is an equal opportunity employer and does not charge any application/recruitment or training fee. PGI welcomes applications from people of all sexual or gender identities and encourages women to apply. The protection of your personal data is important to PGI. By submitting your application, you consent to PGI using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. PGI will not use your personal data in any other way other than for purposes of recruitment.

Only shortlisted candidates will be contacted