

# Reporting Officer

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Department: Programmes

Job Location: Kenya, Dadaab Refugee Camp

Duration 11 months

Starting date: 21<sup>st</sup> August 2017

## Position Profile

### *General Responsibility*

- Ensure that data on programme beneficiaries, processes, progress and performance are effectively collected, entered, analyzed and documented, in a way to inform timely decision making and the adoption of sound corrective measures;
- Lead the preparation of consolidated progress and quarterly reports, based on reliable data collected in the field, for timely submission, after verification from the hierarchy, to RET International (RET) Headquarters and donors.

### *Specific Responsibilities*

In consultation with the Country Director

- Develop the programme M&E Plan, and revise it and check it periodically against project Key Performance Indicators' level of achievement, as required;
- Develop and/or adapt existing assessment tools to timely measure project(s)' performance indicators, analysis plans and data entry spreadsheets;
- Provide training to relevant staff members on the use of RET global M&E system, as well as additional M&E training based on project/field needs;
- Undertake regular visits to the field to monitor progress against project(s)' KPIs, using the M&E plan and the concerned project's Work Plan;
- Support implementation of M&E tasks and identify where adaptations might be needed to reach projects' objectives and particularly its set of KPIs.;

- Oversee the quality of M&E process in all projects;
  - review M&E forms uploaded to Dropbox, checking for accuracy and completion and share it monthly with HQ
  - Examine data collected at field level for inconsistencies and follow-up; upload key means of verification used to document the appropriate implementation of the project (attendance lists signed, weekly centre/school activity reports etc. approved by the hierarchy, etc. to Dropbox and share it with HQ;
- Identify and inform the hierarchy on strengths, weaknesses, opportunities and threats related to Quality Assurance, project development, implementation and reporting;
- Review monthly consolidated project report submitted by Project officers against M&E forms and project KPIs;
- Ensure archives are up-to-date;
- Inform the hierarchy of any inconsistencies between monthly report and M&E forms;
- Participate in monthly calls between the Country Director and the Regional Director-Technical Programmes;
- Perform other Monitoring and Evaluation duties as requested by the hierarchy.
- Provide technical advice for the elaboration, finalisation and submission of funding proposals encouraging the use of RET's Key Performance Indicators as per the document developed to that end (available in the Programme Development & Knowledge Management Toolbox);

### *Secondary Responsibilities*

- Contribute to the preparation of the SitRep reports for HQ (SitRep are the responsibility of the Country Director);
- Participate in the elaboration of articles and relevant documents aiming to disseminate RET's achievements, lessons learnt and/or models of interventions

### *In addition, like all RET Staff, to:*

- Comply with internal policies, ensuring that activities and their performance comply with what is established in RET's Code of Conduct and other Manuals;

- Work as a team to achieve RET's goals;
- Manage in a transparent way RET's resources, fulfilling effectively and efficiently the tasks entrusted;
- Propose, constructively, alternative solutions to problems that arise in the work area.

## Requirements, skills and competences:

- University degree in **Education, Statistics, Development Studies, Sociology** or related field of study
- Experience and skills in developing proposals, concept notes report writing
- Experience working with both quantitative and qualitative data collection and analysis methodologies; Knowledge with routine of Information systems
- Analytical and research skills
- Experience in training of trainers
- Excellent organisational skills including the ability to strategically prioritise and meet deadlines
- Ability to work flexibly and under difficult circumstances
- Excellent verbal and written skills in **English**
- At least 3 years of work experience in a similar field; former experience with humanitarian organisation is an asset
- PC proficiency, at least including word processing (MS Word) and spread sheets (MS Excel)
- To be familiar with and abide by The International Committee of the Red Cross (ICRC) Code of Conduct, to which the RET is a signatory. The RET considers the Code of Conducts a mandatory part of each employee contract and each implementing partner contract.

The application process is now open and will close 9<sup>th</sup> August 2017, at 5:00pm. To apply for this position, please send a cover letter and CV to:

[recruit-ken@theret.org](mailto:recruit-ken@theret.org) indicating the position title on the subject line. Only shortlisted candidates will be contacted.

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