



Learning and Impact Officer

Background

The Action Foundation (TAF) is a community-driven organization registered in Kenya to end exclusion, discrimination, and violence towards children, women, and girls with disabilities in marginalized communities. We work to reach those furthest from necessary services and opportunities by working with their caregivers and the community around them. This helps these vulnerable groups build better lives for themselves, grow their resilience, and cultivate lasting change. Our mission is to build inclusive and resilient communities where children, women, and girls with disabilities can thrive. We envision a fully inclusive Africa where children, women, and girls with disabilities can realize their maximum potential.

Role Overview

As the Learning and Impact Officer, you will oversee program-level monitoring, evaluation, and learning, lead the effective implementation of program activities and ensure timely achievement of project goals and learning outcomes. This position will work and report to the Director of Learning and Impact.

Duties and Responsibilities

- i. Lead the design and implementation of TAF's impact and learning system.
- ii. Ensure that TAF's monitoring, evaluation, learning, and assessment processes provide a clear evidence base for organizational decision-making; Identify and leverage opportunities to shape and improve TAF's strategies based on these outcomes.
- iii. Provide strategic support to TAF's Team on planning for impact; Facilitate high-level analysis of internal and external trends that affect the delivery of TAF's Strategic Goals.
- iv. Improve organization-wide impact by developing sustainable knowledge management processes, tools, and practices to harness learning for more effective planning.
- v. Embed reflection, strategy adaptation, and results-based review are critical ways of working across AI project teams.
- vi. Establish a standardized approach to monitoring, evaluation, and learning across the organization.
- vii. Design and conduct internal evaluations of TAF's projects, and oversee evaluations conducted by external researchers, partners, or consultants.
- viii. Monitor MEL advancements in the NGO sector so that TAF's performance systems benefit from proven best practices.
- ix. Oversee data collection efforts, including surveys, pre and post-tests, baseline studies, and gender analysis for each TAF program activity.

- X. Prepare monthly and quarterly monitoring reports, synthesize data at the program level and contribute to periodic reflection workshops, case studies, and document results.
- Xi. Contribute to the development and finalization of the MEL Framework, indicator framework, and data collection plan for TAF, provide guidance, develop tools, templates, and conduct staff training on critical M&E concepts, data collection tools, and processes.
- xii. Provide oversight of external mid-term and final evaluations; develop Terms of Reference for external evaluation and conduct desk studies, compile results data and synthesize information as requested.
- xiii. Oversee entry and storing of data to the TAF monitoring database, help in maintaining this as an accessible source of information on the TAF program activities, results, and (to the extent possible) impact, and ensure data safety and protection.
- xiv. Collaborate with the Program Coordinator to ensure timely submission of high-quality and comprehensive program and project reports
- XV. Lead TAF's approach to internal and external accountability; Oversee development and implementation of frameworks that drive greater accountability and impact of TAF's work.

Relevant Qualifications and Experience

- Bachelor's degree, preferably in Social Science, Political Science, Statistics, Economics, Business Administrative, and other related disciplines, is required.
- Minimum 2 years experience in a similar role
- Extensive demonstrable knowledge and experience in impact-oriented planning, implementing monitoring and evaluation frameworks and systematizing organizational learning.
- Extensive experience in improving organizational accountability and in establishing consistent reporting frameworks.
- Proven ability to design and implement effective systems and methodologies for tracking progress, opportunities, and risks in multiple projects..
- Proven ability to drive organizational change in a fast-paced environment
- Excellent judgment and interpersonal skills with a wide range of stakeholders, including the ability to negotiate and influence and build and maintain cooperative relationships.
- Excellent facilitation skills and understanding of the use of participatory approaches
- Demonstrated ability to think strategically, Excellent problem analysis skills.
- Team leadership experience, ability to set, manage and monitor plans and budgets
- Proven ability to work under pressure, including the ability to cope with deadlines, multiple tasks, and competing demands

Employment Terms & Benefits

- It is expected that all staff members of TAF respect and conduct themselves according to The Action Foundation's values i.e, Excellence, Compassion, Innovation, Team Spirit, Empathy, and Diversity
- 1-year renewable contract

- Medical insurance
- Staff Fitness and Wellness Program
- Professional Development Opportunities
- Competitive Salary commensurate with experience and competitive with the NGO Sector in Kenya.

Note: -

- Applications will be reviewed on a rolling basis;
- Only Shortlisted candidates will be contacted.
- Persons with disabilities are encouraged to apply.
- **No application or interview fees are required.**

Application Process

Qualified and interested applicants to send CV and Cover letter to **info@blumeafrica.co.ke** and cc to **careers@theactionfoundationkenya.org** with the email subject indicated as **“Learning and Impact Officer”** before 5 pm E.A.T **Tuesday 13th September 2022.**