The African Academy of Sciences

Position Title	Programme Officer – Monitoring, Evaluation, & Learning
Job Grade	D Lower
Department	Programmes
Reporting to	Programmes Manager, ARISE
Duration	3 years
Position Location	Nairobi, Kenya

Organisation Overview

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit pan-African organisation headquartered in Nairobi, Kenya, whose vision is to see transformed lives on the African continent through science. Our tripartite mandate is (1) recognition of excellence through the AAS' highly prestigious fellowship and award schemes, (2) provision of advisory and think tank functions for shaping Africa's Science, Technology, and Innovation (STI) strategies and policies, and (3) implementation of key STI programmes addressing Africa's developmental challenges. The current strategy for the AAS focuses on five strategic focus areas: Environment and climate change, health and wellbeing, natural sciences, policy and governance and social sciences and humanities. The AAS' mission is to leverage resources through excellence and thought leadership for sustainable development.

Position Overview

The Programme Officer – Monitoring, Evaluation, and Learning (PO - MEL) is expected to contribute to the set-up and implementation of a system to support evidence-based programming and continuous and adaptive learning for AAS programmes, with a focus on ARISE. This includes developing, updating, and coordinating monitoring and evaluation (M&E) activities and events for the ARISE grant, and promoting MEL knowledge transfer internally and externally. The incumbent will ensure that MEL systems and capacity building effectively serve ARISE and other AAS programmes in contribution to the achievement of the AAS' strategy.

Principal Duties and Responsibilities:

1. **Learning**
   - Participate in a multidisciplinary team to develop, implement, and evaluate strategic plans to improve learning approaches in ARISE and other programmes
   - Lead the ARISE team in developing strategies that enhance programmatic learning based on data collected and experiences noted during the implementation activities
   - Lead the ARISE team in reviewing and revising theories of change, where necessary
   - Oversee and ensure proper documentation of innovative approaches and best practices for dissemination across ARISE and other programmes
   - Develop analyses on evaluation matrices and lead in providing feedback to ARISE and other programmes on progress in achieving goals.

2. **Monitoring, Evaluation, and Reporting**
   - Support the development of MEL plans and implementation of a MEL strategy for data collection, targeting and tracking indicators, knowledge management, impact assessments, learning activities and effective reporting frameworks to facilitate the acquisition and aggregation of knowledge and impact stories
   - Collaborate with the Finance, Operations, and Compliance departments to co-develop systems to track and report cost-related data for ARISE grant and other programmes activities according to financial reporting periods
   - Facilitate the use of data and information from the M&E system for real-time decision-making to improve project implementation in collaboration with programme and M&E teams and contribute to reporting ARISE progress and key lessons
   - Lead on the design and implementation of baseline, mid-term and end-term surveys as necessary
   - Coordinate the review of grantee survey reports and prepare reports

3. **Training and Coaching**
   - Develop and implement relevant training and coaching materials to build the capacity of ARISE and other programmes.
   - Oversee the development and maintenance of an effective system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for major activities undertaken.

4. **Research and programme support**
   - Participate in programme relevant research to inform the development, implementation and delivery of the AAS programs
   - Prepare reports, articles and presentations for communication and dissemination of AAS work
   - Track and perform relevant analyses on various aspects of programme implementation to identify and address important challenges to ensure effective and efficient programme delivery
   - Work in close collaboration with the AAS Communications Team to develop a media and campaign Strategy for work to ensure maximum exposure and coverage on the continent and beyond and to generate keen interest from potential stakeholders
   - Work in close collaboration with the AAS Communications Team to ensure all content (reports, images, videos, social media posts) is relevant and updated on a timely basis
   - Plan and organise relevant workshops and other activities in furtherance of the objectives of the programme
   - Develop a risk management framework for the programme, including developing and maintaining a risk register for the programme and a system to document, track and ensure programme issues and challenges are resolved in a timely manner
   - Support other AAS programmes and departments in the delivery of their mandate especially for cross-cutting programmatic activities when requested.

Competencies (Core and Managerial)
- Communication (C)
- Accountability (C)
- Innovation (C)
- Knowledge sharing and continuous improvement (C)
- Planning and organizing (C)
- Results focus (C)
- Teamwork (C)
- Professionalism (C)
- Building partnerships (M)
- Driving and managing change (M)
- Leading and empowering others (M)
- Making quality decisions (M)
- Managing performance (M)
- Strategic thinking (M)

Required Qualifications, Knowledge, and Experience

- A Master's degree in a Project Management or related field, obtained from a recognized institution. A PhD qualification would be an added advantage
- Demonstrable strong understanding of MEL and applied research with at least seven (7) years of relevant experience in the fields of sustainability reporting, sustainable development, science, and innovation
- Proven track record in leading teams in the initiation, set-up, operationalization, assessment, and close-out stages of programmes
- Demonstrable expertise in managing MEL database systems and in analysing data using statistical software. This includes being conversant with innovative MEL tools that have been adopted by global entities to evaluate outcomes and impacts
- Experience in managing M&E database systems
- Expertise in analyzing data using statistical software
- Experience resources and partnership mobilization and dissemination of results
- Proficiency in computer applications such as Microsoft Word, Excel, Access, PowerPoint and Outlook express including financial and statistical packages
- Membership in professional M&E bodies is an added advantage

Skills Specifications

- Demonstrated capabilities of translating knowledge and evidence from research and M&E into programmatic and policy decisions.
- Advanced oral and written communication skills in English is required, including the ability to tailor communications to programme and policy audiences at multiple levels.
- Proficiency in Microsoft computer applications including financial and statistical packages.

- Proven competence in data visualization, including the ability to work with unstructured data such as videos, blog posts, social media posts, video feeds and audio.
- Strong quantitative and analytical skills coupled with an ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Strong training and facilitation skills with an ability to initiate and manage change and to recognize and adjust to rapidly changing conditions.
- Strong communication, presentation and writing skills,
- High-level interpersonal and cross-cultural skills including the ability to build alliances and collaborative relationships with sensitivity to diversity.

Attributes

- Ability to work in an international and multi-cultural setting.
- Goal and deadline-driven; proven track record of delivering at the highest possible quality and within set timeframes.
- Highly organized with an ability to balance working independently with engaging teams.
- Excellent interpersonal skills, and ability to represent the AAS at all levels and in different cultural settings.
- Ability and willingness to travel domestically and internationally.
- High moral standing and impeccable integrity

Languages

Excellent in English (Oral and written)

Knowledge of other African Union languages (e.g., Arabic, French, and Portuguese) will be an advantage.

Additional information

This is a fixed term engagement. The successful candidate will be engaged full time (40 hours/ week) for a period of 3 years working at the AAS offices in Nairobi, Kenya.

All applicants must submit a filled application form from the AAS website.
Interested candidates are encouraged to submit their application and include: one-page cover letter, curriculum vitae/ resume.

Applications should be sent to recruitment@aasciences.africa with the subject **Programme Officer, Monitoring Evaluation and Learning (MEL)** by **6th February 2024 17:00HRS EAT**. Only shortlisted candidates will be contacted.

Website: www.aasciences.africa