



THE NAIROBI HOSPITAL

Career Opportunity

The Nairobi Hospital, a leading health care institution in the region has an excellent career opportunity for an individual who possesses a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidate will be a team player, and well informed with the ability to effectively add value to enable good outcomes in line with our Strategic Plan (2019-2024).

MONITORING & EVALUATION OFFICER

REF: TNH/HRD/MEO/08/2024

The M & E Officer is responsible for monitoring & evaluation of the implementation of the Hospital's Strategic Plan and responding to ongoing needs and queries for specific data and/or reports. S/he is also responsible for leading the design and implementation of an M&E system ensuring data quality management, data aggregation, running regular reports, training staff in data collection tools and ensuring proper usage and implementation of M&E tools and methodologies.

ROLES AND RESPONSIBILITIES

1. Create a monitoring framework to monitor the overall performance of the Hospital with an emphasis on departmental compliance with the Hospital 's strategy.
2. Design/Develop systematic and realistic monitoring plans and templates that capture quantitative and qualitative data to report on strategy performance indicators.
3. Work with ICT/Medical Records Team to integrate information systems for monitoring & evaluation of the Hospital's Strategic Plan using approved indicators and targets to ensure proper and accurate collection of performance data, analysis, utilization and archiving.
4. Effectively formulate, implement, and enforce proper data collection tools, processes and procedures for Hospital activities.
5. Carryout regular surveys and compile appropriate and disaggregated data and write narrative reports for submissions to management as required.
6. Aggregate, analyze data to ensure accuracy and support routine reporting processes from across the Hospital's interventions to contribute to management decision-making and reporting.
7. Support strategy implementation progress reporting, every quarter.
8. Provide support during the Hospital's performance evaluation exercises to aid management in monitoring corporate performance.
9. Serve as on-site point person for all monitoring and evaluation related work with guidance from the supervisor
10. Any other responsibilities that may be assigned to the job holder by the supervisor from time to time

EDUCATION AND EXPERIENCE

- Bachelor's degree in Monitoring & Evaluation, Social Science, Statistics, Economics, or related field from a recognized institution
- Excellent computer skills
- Minimum of 3 years of relevant experience in a similar role.

CORE COMPETENCIES

Technical & Behavioural competencies

- Have good and proven knowledge on different monitoring and evaluation frameworks and tracking tools.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Exceptional knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact).
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software;
- Demonstrated business acumen - able to create strategy and actions that impact business success
- Strong understanding of the health care sector including regulatory requirements affecting the sector
- Must be capable of functioning effectively as a team player
- Demonstrates high level of integrity
- Should have experience in change management and the ability to drive change in a team
- Proven business development or selling skills
- Ability to win deals and create a culture of vibrancy and success within the business unit
- Ability to think strategically alongside a passion to turn strategy into results

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) quoting the job reference number, your current remuneration, testimonials and full contact details of 3 referees, to reach the undersigned not later than **20th August 2024**. Only shortlisted candidates will be contacted. We shall **ONLY** accept **ONLINE** applications and contact **SHORTLISTED** candidates.

The Nairobi Hospital does NOT charge recruitment fees.

Director Human Resources
The Nairobi Hospital
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NAIROBI

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