



**COMMISSION ON REVENUE ALLOCATION**  
***Promoting an Equitable Society***

**VACANCY ANNOUNCEMENT**

The Commission on Revenue Allocation (CRA) is an independent Commission set up under Article 215 of the Constitution of Kenya. Its core mandate is to recommend the basis for equitable sharing of revenues raised nationally between the national and county governments and among the county governments, and make recommendations on other matters concerning the financing of, and financial management by county governments.

The Commission seeks to recruit an experienced, qualified and competent person to fill the following position:

**MONITORING AND EVALUATION OFFICER: SCALE – CRA 5**

Reporting to the Manager Research, the job holder shall be responsible for developing an effective monitoring and evaluation mechanism of its activities and programs in line with the Commission's mandate within the Research & Knowledge Management Division. He/She will provide accountability and ensuring success from start to finish.

**DUTIES AND RESPONSIBILITIES:**

- 1) Develop an effective Monitoring and Evaluation tool, create a framework and procedure for project activities.
- 2) Define and implement the key project performance indicators (KPI) as well as monitor them throughout the duration of the project.
- 3) Analyze changes and patterns in KPI indicator data and performance reports in order to make recommendations to the Team.
- 4) Assist the Research Team in clarifying project information requirements.

- 5) Support Teams on ways to properly document, organize and capture the progress of the programs
- 6) Review performance of existing management information systems to help identify potential modifications or resources.
- 7) Recommend tools and strategies to increase program performance and results.
- 8) Implement and participate in Program and Project progress evaluation, survey and follow up in order to advise and recommend tools and strategies to increase performance and results.
- 9) Document and archive lessons learned on programs and activities in the Commission.
- 10) Develop, promote and adhere to best practice and to agreed systems and procedures in monitoring and evaluation; and
- 11) Undertake other duties as assigned by the supervisor.

#### **ACADEMIC QUALIFICATIONS:**

- 1) Bachelor's degree in Economics, Statistics, Sociology, Social Sciences, Information Systems, Project Management.
- 2) A Master's degree will be an added advantage.
- 3) Knowledge of Computer applications such as excel, word, statistical software, and social media platforms.
- 4) Member of relevant professional body.

#### **EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:**

- 1) Minimum of five (5) years relevant experience in monitoring and evaluation and/or research;
- 2) He/she must be a person of integrity, demonstrate excellent interpersonal and communication skills;
- 3) Strong managerial skills, and ability to work for longer hours;

## **APPLICATION GUIDELINES:**

- 1) If your training, experience and competence match or exceed any of the above minimum requirements, please send your application, a detailed up-to-date curriculum vitae, indicating current remuneration, e-mail and telephone contacts, together with copies of certificates and testimonials. You should also give the names of three (3) referees who must be familiar with your previous work/academic experience indicating their telephone, postal and email addresses.
- 2) Application should be addressed to the Commission Secretary, CRA and be sent by post or hand delivered to the Commission offices at 14 Riverside Drive by **Thursday 20<sup>th</sup> December, 2018** at 5.00 pm. as follows:

**APPLICATION FOR THE POSITION OF \_\_\_\_ (insert appropriate position)  
TO THE COMMISSION SECRETARY  
COMMISSION ON REVENUE ALLOCATION  
14 Riverside Drive  
Grosvenor Block  
P.O. BOX 1310 - 00200  
NAIROBI.**

- 3) *Only shortlisted candidates will be contacted. If you do not hear from us in the next three months from the date of this advertisement, then consider your application unsuccessful.*

***The CRA is an equal opportunity, gender sensitive and compliant employer***