



Le Mac Building | 1st Floor Suite 1 | Off Church Road
Westlands | P.O Box 6183-00100 Nairobi | Kenya

Job Advertisement Zizi Afrique Foundation

JOB TITLE: Programme Officer - Assessment
FT/PT: Full Time
LOCATION: Nairobi Office
PROGRAM: Assessment of Life Skills and Values in East Africa (ALiVE)
REPORTS TO: Programme Manager
SUPERVISES: Interns
DATE: September 2020

Zizi Afrique Foundation is a not-for-profit company committed to improving learning outcomes for children and youth furthest behind. Zizi contributes to the nurturing of a generation of children and youth who are well-equipped with the skills for learning, skills for living and skills for working. Since August 2020, Zizi Afrique is coordinating the Assessment of Life Skills and Values in east Africa (ALiVE), a project of the Regional Education Learning Initiative (RELI). This project will develop contextualized assessments of life skills, conduct large-scale household assessment of adolescents (13-17 years), utilize the evidence for policy advocacy. All this will happen through a learning posture, coordinating more than 25 civil society organizations and government institutions to learn and grow local expertise. The Assessment Officer will work for ALiVE in Kenya, supporting the assessment and learning functions of the 3-year initiative.

Responsibilities

ASSESSMENT COORDINATION (75%)

- Coordinate assessment activities as per the ALiVE country work plan, and ensure that assessment strategies are implemented in a structured and coherent manner in line with project and strategic objectives.
- Coordinate sub-county and household sampling activities with the experts
- Coordinate the process of drafting, validating items and development of assessment tools
- Coordinate the development, pre-test and pilot of household data collection tools
- Develop a training plan and run the training program for research teams at various levels
- Manage the volunteer/enumerator recruitment and training process
- Manage the ALiVE assessment field teams for effective assessment process
- Manage the data entry process, and coordinate with the data manager for effective data cleaning and documentation processes
- Support data analysis and report writing processes
- Write timely and accurate assessment reports and other result outputs in line with donor requirements and according to Zizi Afrique Foundation quality standards
- Ensure effective coordination with country teams in Tanzania and Uganda for harmonization of processes, tools and outputs, and support any regional activities as delegated to



LEARNING (15%)

- Coordinate with the Learning Partner to implement the country learning initiative
- Ensure that RELI/VaLi members are involved in assessment activities for learning purposes
- Document and share learnings and learning products

OTHER (10%)

- Attend and fully participate in staff meetings and retreats as required.
- Contribute to such other duties as may be required from time to time.

Person Specification

Evidence that applications meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), and References (R), as indicated below:

Qualifications and Experience

- At least a Bachelor's degree in Education, Social Sciences, Research or other related field. Post graduate or research qualification desired (A, I)
- At least 5 years' experience working in Field Research, with confidence in tool development, data collection and data analysis (A, I)
- Data analysis skill competence, including use of analysis software (A,I)
- Participation in large-scale earning assessment in Kenya or in the region (A,I)
- Track record of excellent written and spoken English (A,I)

Skills and Competencies

- Outstanding ability to summarize and synthesize complicated information with meticulous attention to detail in all aspects of work (I)
- Excellent interpersonal skills, the ability to communicate clearly and effectively and to build relationships at all levels (I, R)
- Excellent time management skills and the ability to take initiative and deliver results on short notice and with minimum supervision (R)
- Superior organization and coordination ability; able to multi-task and provide simultaneous support at various levels (I)





Le Mac Building | 1st Floor Suite 1 | Off Church Road
Westlands | P.O Box 6183-00100 Nairobi | Kenya

Terms and Conditions

- This post is offered as a 2-year contract. The contract may be renewable provided funding is secured for the post and satisfactory progress is made.
- The standard working is 40 hours per week. However, the demands of the job are likely to be such that a willingness to work longer hours as sometimes required is necessary.

Application Procedure

To apply for this position, please combine the following documents into PDF and send to info@ziziafrique.org by the close of business on **28th September 2020**. The email should be titled 'ASSESSMENT-OFFICER APPLICATION'

1. Cover letter including online links to publications (maximum of 1 page)
2. Curriculum Vitae including 3 referees (maximum of 3 pages)

Only shortlisted candidates will be contacted.

