FULLTIME & PERMANENT POSITION

Please send CV & Cover letter to: recruitment@galvmed.org

Closing Date: 9th February 2024

Job Title	Project and Data Manager Fulltime & Permanent role
Location:	GALVmed office in Nairobi, Kenya (or Edinburgh, UK with significant international travel required).
Salary Range:	Ksh 3.3M – 4M per annum.
Reporting Line:	Commercial Development and Impact (CD&I) Team

Main Purpose and Scope of the Job

This is a key support role within the monitoring and evaluation (M&E) team in the CD&I department. The M&E team evaluates the key outcomes and impact towards which GALVmed's initiatives contribute and works with the wider commercial development team to ensure GALVmed initiatives are designed and implemented to achieve impact. The M&E team plays a critical role by undertaking evaluation studies and providing associated analysis and interpretation which builds GALVmed's understanding of impact.

The incumbent will project manage the evaluation studies and regularly communicate progress with GALVmed partners and other stakeholders. The role will also involve monitoring of partner data collection. The incumbent will also manage the implementation of a data management system and process for storing and sharing GALVmed's M&E data, as well as providing administrative support.

Key Activities

Project management

- Project manage day-to-day implementation of M&E studies.
- Communicate with different stakeholders under the direction of the Senior Manager, Evaluation Programme Planning to ensure smooth delivery of study objectives.
- Act as a point of contact for external consultants and partners to ensure smooth delivery of outsourced work, address and resolve issues as they occur, ensure consultants and partners are properly briefed, and maintain positive relationships.
- Assist with the organization and delivery of effective online/in person workshops and other events.
- Assist in organizing meetings (e.g., debriefing meetings), as defined by scope of the study.
- Regularly update partners and GALVmed on project progress
- Assist in maintaining and updating project specific risk register in coordination with project teams and develop mitigation actions accordingly.

Data Management

- Monitor partner data collection and undertake associated quality control.
- Clean and analyse M&E data .
- Collate data for inclusion in M&E sections in annual and other reports.
- Establish and maintain M&E data on relevant platforms (e.g., Harvard Dataverse)
- Manage and archive data and relevant project documentation (e.g. reports)
- Support the establishment and manage the implementation of a data management system.

Administrative support

- Provide invoicing support and support the development of Terms of Reference for M&E consultants and partner implementing organisations.
- Arrange for all project related travel requirements.

Qualifications and Experienced Required

- A science or social science degree or equivalent qualification
- At least five years' experience working in a similar role.
- Strong project management skills and experience
- Experience using project management software (Microsoft project / other)
- An excellent understanding of the operational and analytical requirements for planning and delivering high quality field studies.
- A good understanding and appreciation of development issues
- Ability to operate in a multicultural environment.
- Ability to sensitively navigate individuals and organisations with different viewpoints.
- High standard of both spoken and written English.
- Good level of attention to detail.
- Good communication and organisational skills with ability to use own initiative.
- Flexibility to cope with several tasks simultaneously to agreed deadlines.
- Ability to work effectively as part of a team.
- Ability to work and communicate effectively with people at different levels in the organization.

In addition to the above, preference will be for candidates with:

- Experience with livestock or animal health initiatives.
- Strong quantitative analytical skills with experience analysing data and using appropriate analytical tools (Excel/ R).
- Demonstrable experience with data visualisation in PowerPoint or other tools.