The People’s Action for Learning Network (PAL Network) is currently seeking a competent Program Officer, Monitoring and Learning for the Secretariat office headquartered in Nairobi, Kenya. The Program Officer will work closely with the Deputy Program Manager to support learning and monitoring activities across the network, ensuring the smooth functioning of the PAL Network as a whole. The Program Officer is required to demonstrate substantial experience in the field of citizen-led assessment monitoring, respond to requests from existing and new members and support countries to adhere to agreed standards.

Responsibilities

SUPPORTING LEARNING (40%)
- Be in regular touch with member organisations and interested countries, to build the personal relationships that enable other aspects of supporting learning
- Work with member organisations and interested countries to identify learning needs to enable them to develop the capacities to run Citizen Led Assessments
- Organise responses to identified learning needs, such as country exchanges or training courses
- On the basis of this experience, recommend and support preparation of standard learning tools and kits where appropriate
- Administer the Assessment to Action learning facility, by developing the typology and ensuring its implementation

DATA QUALITY (30%)
- Interact with members to monitor progress towards achieving adherence to data quality standards
  - Support the Deputy Program Manager in working with member organisations to establish a Data Quality Standards Framework
  - Support the Deputy Program Manager to establish internal and peer review data quality review mechanisms and tools
  - Work with member organisations to make use of the review mechanisms and tools
  - Work with member organisations to identify learning needs to support their ability to achieve data quality compliance
  - Identify means of addressing the learning needs
WORKING GROUP SUPPORT (20%)
- Support the effective functioning of the members’ Data and Design Working Group
  - Support the Working Group Chair in leading the Working Group in a way that encourages active participation by members
  - Organise and take minutes of Working Group meetings, face-to-face and online
  - Regularly monitor progress towards achievement of Working Group Annual Work Plan, and support Chair and members in ensuring actions are taken to achieve it
  - Undertake work on behalf of Working Group as delegated
  - Support the Working Group Chair in understanding and taking decisions about use of any Working Group budget that may have been allocated, liaising with other Secretariat team members to ensure PAL financial management requirements are fulfilled
  - Work with other Secretariat team members to ensure appropriate interaction and synergy between Working Groups

OTHER (10%)
- Attend and fully participate in, network and staff meetings and retreats as required
- Write monthly and annual activity reports, and use these as the basis for monthly and annual engagements with the line manager
- Perform 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), Test (T) and References (R), as indicated below:

Qualifications and Experience
- Substantial experience of working in citizen-led assessment (A,I,R)
- Masters degree in social sciences, education or research, or other relevant field (A,I)
- At least 2 years’ experience of monitoring (A,I,R)
- Experience of cross-cultural working an advantage (I,R)

Skills and Competencies
- Excellent interpersonal skills, the ability to communicate clearly and effectively and to build relationships at all levels, taking into account cultural and language differences (I,R)
- Excellent time management skills and resourcefulness with strong attention to detail (T,R)
- Demonstrated high level of conceptual and analytical thinking skills (T,R)
- Full professional competency in English; competency in French or Spanish an advantage (T,R)

Terms and Conditions
- This post is offered as a 2-year contract starting January 9th 2017. The contract may be renewable provided funding is secured for the post and satisfactory progress is made.
- The standard working week 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 send the following documents to info@palnetwork.org copying hmwilson@palnetwork.org by the close of business on Friday November 18th 2016:

1. Cover letter (maximum of 1 page)
2. CV (maximum of 2 pages)

Applications should be a maximum of 3 pages in length, as specified in the instructions above.