African Gender and Media Initiative Trust
Advancing Gender Equality through Research and Action on Women's Human Rights

Monitoring and Evaluation, Research and Learning Assistant

African Gender and Media Initiative (GEM) is a cutting edge not for profit organization that works to advance gender equality through research and action on women's human rights. GEM began as a research arm and a reservoir of knowledge and information for the African Women and Child Feature Service (AWCFS) media content development but has since grown to a fully-fledged registered organization in 2008. GEM was founded against the background of the need for evidence-based programming in women's human rights work in Kenya. GEM brings together women experts in women's human rights issues specifically women's health, sexual and reproductive rights, gender-based violence, media, advocacy and research

The Monitoring & Evaluation assistant will be responsible for supporting the MEAL department mainly in designing and implementing the monitoring and evaluation (M&E) activities in the organization, including research, collection and analysis of different data in relation to project and programme activities.

Location: Kajiado County

Duties and Responsibilities
Under the contractual agreement, the duties and responsibilities of the MEAL ASSISTANT are outlined below:
- In collaboration with the MEAL officer, structure and support the organization project data base by keeping it update
- Support design and implementation of the project's monitoring and evaluation activities, including development of the project's Performance Monitoring, Evaluation, Research and Learning (MERL) activities
- Supporting Participate in learning and evaluation questions for all project activities
- Support development and monitoring of project indicators; data collection and analysis, synthesis of data and program outcome reports, quality assurance and auditing of data
- In collaboration with the MEAL officer and project teams, support designing and implementation of the project's assessment, baseline, midterm and end term surveys including performance evaluations, and impact evaluations

- In collaboration the MEAL officer, design and implement mechanisms for continuous learning, collaboration, and adaptation for project staff, partners, donors, and other stakeholders
- Ensure a proper system of analysing and evaluating all reports
- Support the data entry into County/National Health Management Information Systems and promote its use among stakeholders for learning, policy development and programming
- Support development of to work plans, weekly, quarterly and annual reports, financial reports, and other reports and papers summarizing project results and evidence

Qualifications, Skills and Experience

- Understanding of research and evaluation methodologies (qualitative and quantitative)
- Skilled in designing and managing data-gathering exercises effectively from field operations
- Strong computer skills, including statistical packages (SPSS, STATA, Epinfo), and the ability to interpret data and construct models where appropriate
- Knowledge of qualitative research methods, including primary and secondary research
- Experience in implementing programmes at the subnational level
- At least three years working experience
- Bachelor's degree in social sciences or development studies
- Any other academic or professional qualifications that will enhance the role, including short courses in development-related work, research skills, standards and guidelines, project and people management
- Excellent communication and writing skills, including experience of working effectively across cultures and with diverse audiences
- A team player
- Impeccable analytical and interrogatory skills
- Able to work independently with minimal supervision

How to Apply:

Applicants who meet the requirements stated above should send their application letter and detailed CVs indicating 3 referees to: info@gem.or.ke with **Position Applied on the Subject line.**
The Application Deadline is 13ᵗʰ February 2026 at 5.00pm