



1. JOB TITLE: Foundation Monitoring and Evaluation Specialist

JOB REPORTING TO: MANAGER FOUNDATION PROGRAMME

JOB PURPOSE

The purpose of the job is to be responsible for ensuring that the foundation's programs and initiatives are properly monitored, evaluated, and reported timely.

RESPONSIBILITIES

- Working with the Manager Foundation program to develop and implement monitoring and evaluation frameworks for foundation programs and initiatives, including defining performance indicators, data collection methods, and reporting requirements.
- Collect and analyze data on the performance of foundation programs and initiatives, using diverse methods like surveys, interviews, focus group discussions and data analysis tools.
- Maintain and administer the M&E database, analyses and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Prepare regular reports on the performance and impact of foundation programs and initiatives and provide recommendations for improvement as needed.
- Prepare a Monitoring & Evaluation manual for all the programs and donor reporting needs.
- Collaborate with the foundation's grant-making team to ensure that grant-funded programs are meeting their objectives and are having the desired impact.
- Develop and implement knowledge management systems and processes for the foundation, including documenting best practices, lessons learned, and success stories.
- Engage with stakeholders, including program beneficiaries, partners, sponsors and funders, to ensure that their feedback and inputs are incorporated into the foundation's M&E systems and processes.

EDUCATION EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

- Bachelor's or master's degree M&E, Social Science, Economics, International Development, Business Administration, Statistics or any related field.

- Advanced level knowledge and experience in statistics packages R, Epi-Info, Stata, SAS, SPSS, Excel
- Experience of at least 3-5 years in M&E and a proven track record of designing and implementing M&E systems and processes for development programs.
- Strong analytical, data management and report writing skills are essential, as is the ability to work effectively with stakeholders from a variety of backgrounds.
- Ability to interpret data and prepare narratives against the indicators and numerical reports generated.

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2. JOB TITLE: Financial Administrator

JOB REPORTING TO: MANAGER FOUNDATION PROGRAMME

JOB PURPOSE

The purpose of the role is to ensure the accuracy of all administration, and financial records, overseeing the preparation of administration, and financial reports for the CRDB Bank Foundation.

KEY RESPONSIBILITIES

- Create Financial Management Manual for the CRDB Bank Foundation.
- Coordinate and perform a variety of financial and administrative duties of the Foundation.
- Ensure responsibility to strategize and plan for administrative and financial goals.
- Perform daily routine activities to achieve and maintain the financial health of our organization.
- Maintain accurate records as required and remain compliant with all laws and company policies at all times.
- Have great, ethics, integrity, and accountability and manage the CRDB Bank Foundation budget and take corrective action as needed on managing goals.
- Ensure financial transactions are accurate foundation's the foundations accounting systems to ensure that proper records tracking and reconciling ledgers and budgets of the foundation.
- Prepare and present financial statements, including balance sheets, income statements, and cash flow statements, in accordance with generally accepted accounting principles.
- Ensure that the CRDB Bank Foundation complies with all relevant financial regulations, including banking regulations and anti-money laundering laws.
- Develop and implement financial policies and procedures to ensure the efficient and effective operation of the bank's financial systems.
- Manage accounts review and process reimbursements.

EDUCATION EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

- Bachelor's degree in business administration, Accounting, Finance, Financial Management, or any other related field with working experience of 3 years
- Minimum of 2 years of experience in finance and accounting.
- Understanding of the financial industry and the Bank's strategy and products and services.

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