



MAGI LIMITED,
P. O. Box 606-40500, Nyamira, Kenya
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Magi Limited is urgently looking for highly qualified and energetic young persons to fill the following three positions at Entry Level (Kisii County).

1. PROJECT MONITORING & EVALUATION OFFICER

The position holder will lead a team for the implementation of project performance monitoring, evaluation and accountability systems. The position holder will promote understanding of M&E processes to Magi Limited team, partners, beneficiaries and donors.

Qualifications of a Monitoring and Evaluation Officer Knowledge, Skills & Abilities:

- Education: A bachelor's degree in social sciences such as statistics, public health, economics or a related field. Specialized training and certification in monitoring & evaluation is an added advantage.
- Minimum two (2) years of professional experience in Monitoring and Evaluation role responsible for implementing M&E activities in community development projects.
- Good knowledge of programme implementation, monitoring and evaluation techniques and practices including proficiency in Microsoft Office.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in designing and managing beneficiary monitoring and database systems.
- Excellent written and verbal communication skills in English is required.
- Experience establishing and/or working with community groups desirable
- Ability to work independently with minimum supervision.
- Ability to work under pressure and meet deadlines.

2. PROJECT OFFICER (PO)

The project officer will ensure successful implementation and monitoring of MAGI/KRCS/GF Project at the County level to promote health services contributing to improved wellbeing of young women, adolescents and youths. In order to perform this role effectively, the project officer must be able to effectively communicate Magi Limited's ethos and demonstrate a quality of service in delivery.

Minimum qualifications for a Project Officer

- A minimum of a Diploma in Public health, project management, Social work, Development studies, or its equivalent.
- Minimum of two years working experience implementing Health projects, experience working with HIV interventions will be an added advantage

- Certificate in Basic HIV course, counselling skills, HIV testing, Peer education or Community health strategy is an added advantage.
- Experience in managing community projects and working with diverse community stakeholders.
- Good knowledge of programme implementation, monitoring and evaluation techniques and practices including proficiency in Microsoft Office
- Be organized, self-driven and able to work with minimum supervision, independently as well as part of a team
- Should be a person of high integrity and able to multi-task.
- Experience in designing and managing beneficiary monitoring and database systems.
- Excellent written and verbal communication skills in English is required.
- Ability to work under pressure and meet deadlines.

3. FINANCE OFFICER (FO)

The purpose of this position is to promote financial stewardship and accountability in donor funded projects. The Grants Finance Officer must be able to effectively communicate Magi Limited's ethics and demonstrate quality of service.

Minimum Requirement for a Finance Officer

- Professional accountancy qualification (minimum CPA 2)
- Bachelor's Degree in Business Management, Finance, Accounting, Economics or equivalent qualifications. (**Added Advantage**)
- Considerable IT & MIS skills (Microsoft Office)
- Proven work experience in Accounting / Finance
- Experience in Donor Grants management
- Good analytical and numerical skills
- Experience using financial software is an added advantage
- Strong ethics, professional integrity and accountability

*Applications should be sent (**via Email Only**) with a cover letter and copies of relevant Certificates to:*

**The Chief Executive Director,
Magi Limited,
P. O. Box 606-40500,
Nyamira, Kenya.**

Tel: +254 727 135 049 or +254 716 523 334

Email: magi_limited@yahoo.com & copy to magilimited@gmail.com

Deadline: 30 January, 2019: 1700hrs