



VACANCY

MONITORING, EVALUATION AND LEARNING OFFICER

Lewa Wildlife Conservancy (Lewa), located in Isiolo, Kenya, is a leading conservation organization that serves as a catalyst and model for the protection of wildlife and their habitats. We are seeking a passionate and results-oriented **Monitoring, Evaluation, and Learning (MEL) Officer** to strengthen our programs and impact. Reporting to the **Grants and Impact Manager**, the MEL Officer will lead the design and improvement of Lewa's monitoring, evaluation, and learning systems, ensuring quality data collection, analysis, and reporting across all conservation and community development initiatives.

Key Duties and Responsibilities:

Monitoring, Evaluation & Learning.

- Lead the design and implementation of Lewa's M&E framework, ensuring clear indicators, data standards, and evaluation methodologies across all programs and departments.
- Manage Salesforce-based data architecture to ensure data integrity, consistency, and automated reporting.
- Develop performance dashboards and visualize trends to inform management, programmatic teams, and donor reporting.
- Promote adaptive learning by facilitating reflection sessions, after-action reviews, and cross-department learning exchanges.

Capacity Building & Systems Strengthening.

- Develop any relevant tools for data collection in Baseline assessments and end-term reviews.
- Work with all Heads of Departments to develop and update their respective yearly work plans and quarterly status reviews.
- Support integration of new data tools (e.g., GIS, Earth Ranger, Kobo) for conservation and community monitoring.

Partnerships & External Engagement

- Collaborate with research partners, donors, and peer organizations on joint learning initiatives and impact measurement.
- Contribute evidence and data visualization for donor reports, proposals, and communications.

Grants & Reporting

- Support the Grants & Reporting Officer in drafting, verifying, and submitting proposals, reports, and any other assigned donor-relevant information outside M&E scope, and,
- Any other task assigned by the Head of Grants and Impact.

Job Specifications

The job holder must possess:

- Bachelor's Degree in Statistics, Economics, Social Sciences, Data Science, or a related quantitative field.
- At least 5 years of progressive experience in Monitoring, Evaluation, and Learning, preferably in conservation or community development programs.
- Advanced skills in data analytics (Excel, Power BI, or Tableau), statistical software (SPSS/STATA), and data collection and visualization tools such as Salesforce & Kobo Toolbox.
- Demonstrated experience managing M&E systems integrated with CRMs such as Salesforce.
- Excellent communication and facilitation skills, with the ability to translate data into actionable insights.
- Ability to work effectively with a culturally diverse team and travel regularly to field sites.

If you meet the above requirements and are interested in joining a team of hardworking staff, please send your resume and application letter to the address below, indicating your salary expectations for this position. Provide your daytime telephone contact and contacts of three professional referees by November 25, 2025. This role will be on a one-year' contract with a possibility of renewal.

The Head of Human Resources

Lewa Wildlife Conservancy

Email: hr@lewa.org

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED