Global Whole Being Fund

Global Whole Being Fund (GWBF)

Monitoring, Evaluation & Learning (MEL) and Program Officer

November 2026

In partnership with:

mission talent



Overview

The Global Whole Being Fund (GWBF) is launching a two-year initiative, *Resourcing Local Climate Leadership*, in partnership with the IKEA Foundation. It will support up to 30 community-led organizations in Ethiopia, Kenya and Uganda working on clean energy, land, food and forest systems, through grantmaking, organizational development and peer learning.

The Nairobi-based MEL and Program Officer will analyze partner data, maintain trackers, guide partner reporting and prepare donor summaries. This role suits someone curious, organized and comfortable with data.



Details

Location:	Nairobi, Kenya
Closing date:	4 December 2026
Starting date:	March 2027
Type of contract:	Full-time, fixed-term appointment until 31 December 2028, employed through an Employer of Record (EOR) in Kenya.
Salary:	USD 35,000–45,000 gross annually, plus benefits
Reference:	GWBF-MELPO
Geographic focus:	Ethiopia, Kenya, and Uganda
Client website:	https://interim.gwbf.org/

About The Global Whole Being Fund (GWBF)

GWBF is a philanthropic organization that resources and strengthens locally led organizations working with communities affected by displacement, conflict, climate change and humanitarian crises. Since 2015, GWBF has committed more than $32 million to over 500 local organizations across 65 countries.

Its approach combines grantmaking, tailored organizational development and sustained engagement with local leaders. GWBF invests in organizations that respond to the priorities of their communities, strengthening their institutions and expanding their capacity to lead, adapt, and sustain their work over time.



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About the Role

GWBF is seeking a Monitoring, Evaluation & Learning (MEL) and Program Officer to support the *Resourcing Local Climate Leadership* initiative. This regional initiative combines multi-year grantmaking, organizational development, peer learning, and evidence-building to strengthen community-led action across clean energy, land, food, and forest systems.

Reporting to the Regional Program Lead, the Officer will work closely with the regional team and GWBF's global MEL colleagues. The role will focus on maintaining program data, coordinating partner reporting, analyzing results, and documenting progress and lessons to inform program decisions.

Purpose of the Role

The MEL and Program Officer will support the implementation of the initiative's monitoring, evaluation and learning framework, ensuring that partner data and program information are accurate, accessible and useful for assessing progress and informing decisions. The role will also support partner engagement and program coordination.

Duties and Responsibilities

Monitoring, Evaluation and Learning

- Support the implementation of the initiative's MEL framework, including tracking partner activities, outputs, outcomes and agreed indicators.
- Collect, organize and review qualitative and quantitative information submitted by grantee partners, ensuring completeness, consistency and accuracy.
- Maintain up-to-date MEL databases, partner reporting trackers and other information management tools.
- Assist with baseline assessments, periodic monitoring, partner surveys and feedback collection.
- Analyze partner reporting data to identify progress, emerging trends, challenges and opportunities for learning.
- Prepare data summaries, tables, visualizations and supporting materials for internal reviews, donor reporting and learning products.

Partner Reporting and Support

- Serve as a point of contact for routine partner reporting queries, guiding reporting templates, indicators and submission requirements.
- Track reporting deadlines and coordinate follow-up with partners to ensure timely, complete submissions.
- Participate in partner meetings and monitoring visits, documenting progress, challenges and relevant observations.
- Work with GWBF's global MEL team to identify opportunities to strengthen partners' data collection, reporting and monitoring systems.
- Help ensure reporting processes are practical, accessible and responsive to the capacities of local organizations.

Program Coordination and Learning

- Support the Regional Program Lead with program updates, portfolio information, meeting preparation and documentation.
- Track participation, feedback and emerging outcomes from organizational development, mentorship and peer-learning activities.
- Assist with coordinating partner consultations, learning sessions, workshops and regional meetings.
- Contribute to quarterly program updates, annual learning briefs and other communications by compiling relevant data, partner examples and lessons learned.
- Document findings and practical insights related to locally led climate action, organizational strengthening and program effectiveness.

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Skills and Experience

- 3–5 years of relevant experience in monitoring, evaluation, research, data analysis, program coordination or a related role, preferably within the non-profit or development sector.
- A degree in development studies, social sciences, statistics, environmental studies, public policy or a related field, or equivalent relevant experience.
- Experience collecting, managing, and analyzing qualitative and quantitative program data.
- Strong proficiency in Microsoft Excel or Google Sheets, including data cleaning, organization, and basic analysis.
- Familiarity with data collection platforms, survey tools, or MEL databases.
- Strong organizational skills and attention to detail, with the ability to manage reporting schedules and multiple sources of information.
- Ability to synthesize information and prepare clear written summaries, reports and presentations.
- Strong interpersonal and communication skills, including experience engaging with program partners or community-based organizations.
- Excellent written and spoken English.
- Experience in climate-related programs, participatory monitoring or locally led development would be an advantage.
- Lived experience of displacement is desirable, and disclosure is voluntary.

Additional Information

The role may involve occasional travel within the region. Applicants must have the right to work in Kenya or be able to obtain the necessary authorization before the anticipated start date. Any employment offer will be conditional upon meeting this requirement.



How to Apply

Piqued your interest?

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarizes how your profile aligns with the key requirements, skills and abilities of this role. Both files should be submitted in .doc(x) or .rtf format via this form: **https://mis.tl/cv.**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please contact **Mission Talent.**

After submitting your application, you will receive an automated confirmation. If you do not receive this or have general questions about submitting your application, please write to **Mission Talent.**

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Mission Talent is a women-led, multicultural executive search firm with nearly 20 years of experience serving impact-driven organizations. Rooted in lived experience across the Global South, we bring sector expertise and a values-based approach to leadership recruitment and assessment. Our work is grounded in both global insight and local knowledge, with a commitment to lasting, transformative impact.

Contact us: **wewontbite@missiontalent.com**

