

JOB DESCRIPTION

Job title:	Monitoring and Results Measurement Manager	Location:	UK, Uganda & Nigeria
Department:	Technical	Length of contract:	Indefinite
Role type:	National	Grade:	10
Travel involved:	Up to 30%	Child safeguarding level:	4
Reporting to:	Senior Technical Advisor – surveillance and response	Direct reports:	Up to one

Organisational background

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

The Monitoring and Results Measurement Manager is part of the Global Surveillance Monitoring and Evaluation team which ensures the quality and effectiveness of surveillance, monitoring and evaluation (SME) activities through leadership and guidance in: (i) quality assurance, (ii) technical support, and (iii) capacity building. In addition, the Global SM&E leaders team maintain the organisation’s Project and Results (PRoS) database, monitor project M&E key performance indicators as well as Strategic Objective Indicators at the organisation level.

Job purpose

The key purpose of this role is to manage the reporting, visualisation, interpretation and use of project monitoring data through Malaria Consortium’s global Project and Results database (PRoS), working

with colleagues across the organisation to ensure they receive the correct training on the system, maintaining standards of data reporting and use, and analysing project data to monitor progress against organisational strategic targets. The role will work closely with Country and Regional Directors and Country Technical Coordinators to interpret and use data for monitoring and strategic decision-making purposes.

Scope of work

The Monitoring and Results Measurement Manager will be a data specialist and will work continually with colleagues across all Malaria Consortium country and regional offices, and other members of the global SME team, to ensure that i) PReS systems are in place and properly set up for every project in alignment with the organisational M&E frameworks and guidelines (i.e. log frame, indicators etc.); ii) reliable and accurate data are regularly entered/uploaded to PReS by projects; and iii) data are used to monitor, and report on, project activities and impacts, and organisational strategic objectives, and to inform decision-making at all levels of the organisation. The post-holder will be expected to undertake regular capacity building with colleagues to ensure adequate use of the project results database. They will develop and maintain data dashboards for managers at different levels and will assist in the analysis and interpretation of data as it relates to Malaria Consortium's global and country-level strategies, as well as highlighting data gaps and quality assurance needs. They will also lead on any improvements required for the PReS system, including its integration with other Malaria Consortium systems through discussion with users and external software developers.

Key working relationships

Internal

- Senior Monitoring and Evaluation Specialist
- Senior Technical Advisor – Surveillance and Response
- Global Operations Manager
- Members of the Global SM&E team
- Country Technical Coordinators and country level project staff
- Regional Programme Managers
- Country Directors
- Organisational impact specialist

External

- LogAlto (developers of current PReS database)
- Members of global and regional technical working groups, as relevant and required

Key accountabilities (percent of time spent on each area)

Project and Results database (PReS) and process management (40%)

- Design, and keep up-to-date, user friendly reports and dashboards of all indicators and data being collected in PReS
- Serve as PReS manager, and focal point for PReS including regular capacity building at global, regional and country level
- Identify opportunities for further development of PReS in line with organisational demands
- Manage relationship with software service provider, including regular progress updates.
- Be responsible for maintaining the PReS documents and reports up to date on the intranet and send out notifications of documents posted

Effective data collection, verification and monitoring (30%)

- Ensure all new projects are setup on PReS and provide guidance and support on the set-up, and data collection processes

- Ensure that data and information for each project are regularly updated through providing support and encouragement to PReS users
- Advocate for a culture of data use by encouraging regular data reviews and effective communication of results by PReS users, to enable data-informed decision making

Strategic contributions and business development (15%)

- Contribute to the formulation and implementation of the Malaria Consortium Strategy and ensure monitoring of Strategic Objective indicators, by ensuring data are uploaded to PReS and performing regular analyses of key strategic indicators at global and country levels
- Update and monitor the M&E component of the organisation risk register
- Support strategic initiatives and business development efforts as required

Technical contributions (15%)

- Provide technical support in other aspects of results measurement such as routine data collection, M&E plans and log frames
- Document processes and collection of M&E and PReS specific implementation tools of programme/projects; and participate in the development and maintenance of a system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for major activities taken;
- Introduce forums within Malaria Consortium's structures to discuss and support quality programming and accountability standards.

Person specification

Qualifications and experience:

Essential:

- Bachelor's degree in Data Science, Data analytics or field with strong focus on data management and use
- Demonstrable experience in programme monitoring and results measurement with ability to write log frames, translate log frames into project monitoring practice (i.e. through the development of tools and practice) and manage oversight processes
- Extensive experience of DHIS2 and/or other data management platforms
- Experience developing and maintaining data dashboards, particularly using PowerBI
- Experience engaging with software solution providers
- Experience developing capacity through training and/or mentoring

Desirable:

- Significant knowledge and work experience in monitoring and evaluation, statistics, international development and public health.
- Experience with Logalto, or similar platform
- Experience in organisational strategic monitoring

Work-based skills:

Essential:

- Ability to manage large, complex pieces of work with multiple stakeholders and to produce key deliverables on time.
- Strong data analysis (using R or Stata), presentation and interpretation skills
- Comfortable producing analytical reports for a wide range of audiences.
- Excellent writing and presentation skills
- Ability to work effectively in a culturally diverse team
- Ability to work independently with little support

- Able to provide remote technical support to teams not based in the same location

Desirable:

- Competent in the development and use of Project results databases such as SQL server or DHIS2
- Familiar with GIS software and geospatial analysis
- Management and mentoring skills with respect to junior staff
- Fluency in written and spoken French or Portuguese

Core competencies:
Delivering results
<p>LEVEL C - Supports others to achieve results</p> <ul style="list-style-type: none"> ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets ✓ Supports others to plan and deliver results ✓ Supports others to manage and cope with setbacks
Analysis and use of information
<p>LEVEL C - Works confidently with complex data to support work</p> <ul style="list-style-type: none"> ✓ Interprets complex written information ✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks ✓ Acquainted with the validity, relevance and limitations of different sources of evidence
Interpersonal and communications
<p>LEVEL C - Adapts communications effectively</p> <ul style="list-style-type: none"> ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands other's underlying needs, concerns and motivations and communicates effectively in sensitive situations ✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
<p>LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks</p> <ul style="list-style-type: none"> ✓ Builds strong networks internally ✓ Participates actively in external networks and/or think tanks. ✓ Engages with relevant experts to gather and evaluate evidence ✓ Shares and implements good practice with internal and external peers
Leading and motivating people
<p>LEVEL C - Effectively leads and motivates others or direct reports.</p> <ul style="list-style-type: none"> ✓ Gives regular, timely and appropriate feedback, ✓ Acknowledges good performance and deals with issues concerning poor performance ✓ Carries out staff assessment and development activities conscientiously and effectively ✓ Develops the skills and competences of others through the development and application of skills ✓ Coaches and supports team members when they have difficulties
Flexibility/ adaptability
<p>LEVEL C - Supports other to cope with pressure</p> <ul style="list-style-type: none"> ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and support others to do the same ✓ Adapts team approach, goals and methods to achieve solutions and results in dynamic situations ✓ Sets realistic deadlines and goals for self or team

Living the values

LEVEL C - Supports others to live Malaria Consortium's values

- ✓ Demonstrates personal integrity by using position responsibly and fairly
- ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences

Strategic planning and thinking and sector awareness

LEVEL C - Takes a helicopter view and anticipates the future

- ✓ Demonstrates an ability to step back from operational issues and see things holistically (helicopter vision)
- ✓ Anticipates how actions will impact other teams and negotiates to reach mutually acceptable solutions
- ✓ Demonstrates how complex strategic issues can be broken down into simple discrete steps