

JOB DESCRIPTION

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| Job title: | Monitoring & Evaluation Officer | Location: | Hawassa, Ethiopia |
| Department: | Technical | Length of contract: | Fixed |
| Role type: | National | Grade: | 7 |
| Travel involved: | Up to 40% travel to areas of operation | Child safeguarding level: | 3 |
| Reporting to: | Line manager: Project Manager | Direct reports: | None |

Organisational background

Malaria Consortium has been implementing projects in Ethiopia since 2004, working closely with the Federal Ministry of Health, and lower-level health authorities employing various proven health systems strengthening interventions, including digital health solutions, vector control, operations research, surveillance and tailored social and behaviour change. Working in-country since 2004, Malaria Consortium established and developed strong working relationships with the national authorities at all levels, private not-for-profit and for-profit actors, and communities, critical to ensuring the success of this project. Within health systems strengthening, Malaria Consortium offers expertise in strengthening malaria surveillance for decision-making, in particular by offering technical expertise in malaria surveillance to assist decision-makers in gathering the data they need to evaluate programs and target scarce resources effectively; and upskilling health extension workers and the community-based workers to detect, report and respond to outbreaks. They bring in more than 10 years of improving malaria diagnosis and treatment in-country, by developing diagnosis and treatment guidelines, and training health workers on the new protocols. Further, they have expertise facilitating public-private partnerships in the region; convening multi-stakeholder fora; and developing the capacity of local organizations by improving performance systems, developing individual skills and capacities, and leadership skills development.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- Behavior change communication

Job purpose

The Monitoring and Evaluation Officer will be responsible for the monitoring and evaluation activities for all projects of Ethiopia.

The monitoring and evaluation Officer establishes monitoring and evaluation system in Ethiopia by developing, implementing and updating the M&E strategic plan, designing and implementing a data management system for routine programme monitoring, evaluation and research, reporting on programme activities, monitoring project outputs and quality indicators to determine the impact of

projects and ensuring that lessons learned influence future programme selection, design and implementation.

Key working relationships

Works with the Country Technical Coordinator to provide support to project managers and will work very closely with the project managers, officers and research assistants.

Key accountabilities

1. Monitoring, Evaluation and Research (50%)

- Monitor all project activities of Malaria Consortium Ethiopia
- Develop monitoring and evaluation tools and logical framework
- Development of a M&E strategic plan and lead the implementation along with project teams
- Provide M&E technical support all projects as directed by the Technical Coordinator
- Coordinate and contribute to the design of surveys, development and field testing of survey tools and development and implementation of sample design as required
- Lead and coordinate data collection, management, analysis and reporting of the surveys and research es(Long covid , Podoconioiss PATH and 5% initiative project, and other projects)
- Technically supervise survey and research implementation and ensure high data quality
- Contribute to the development and implementation of Operational Research activities as required in close coordination with the Technical coordinator and project teams
- As part of the M&E team, provide input review on other project M&E documents
- Coordinate and lead data collection for in-country and donor reporting as per the M&E Plan
- Provide regular reports and updates to the Technical Coordinator

2. Reporting and Quality Assurance (20%)

- Ultimately responsible for ensuring programme data is effectively managed and accurate for Malaria Consortium Ethiopia programmes
- Give regular feedback to Senior Management Team (SMT) on M&E activities (routine data, assessments, surveys, research) and provide recommendations for programme development and quality improvement
- Review and update country programme data collection tools ensuring participation of Programme team
- Collaborate closely with MC's regional and global M&E teams to ensure that Malaria Consortium Ethiopia is aligned with their strategies

3. Human Resource Management and Capacity building (10%)

- In collaboration with the CTC and project team, assist to identify suitable staff for survey implementation, organize and conduct their training, guide and supervise their work
- Provide technical support to and build technical capacity of country-level project teams and to implement M&E components, both routine, survey and research
- Participate in data collectors and research assistant staff recruitment processes
- Assist in institutional M&E strengthening and capacity building activities for the organisation

4. Financial Management (10%)

- Lead the development of survey and studies budget development along with Programme and Finance teams
- Be responsible for financial oversight during survey and research activities
- Oversee the development of implementation plans and budgets for survey activities and preparation

5. Representation and Coordination (10%)

- Act as the focal point for M&E in technical working groups
- Coordinate and follow up on the process for ethical approval for surveys and research
- Work with Programme team to develop study proposals
- Support the Technical Coordinator in the dissemination of survey and study results
- International representation at conferences or workshops maybe required
- Support for strengthening of the MoH data management system at programme level (NMCP, M&E department , NTDs)
- In the absence of the Technical Coordinator , provide support to the Programme team
- Participate in relevant meetings presenting results and experiences of the project
- As part of the Malaria Consortium team in general and the M&E team in particular take part in relevant meetings and staff trainings

Person specification

Qualifications and experience:

Essential

- An undergraduate degree in Statistics, Project Management, Public Health, or a related subject
- Advanced training in Monitoring and Evaluation
- At least 3 to 5 years' of direct work experience in M&E
- Experience with performance monitoring and evaluation for international or national development projects, including developing performance indicators, data collection and analysis
- Experience in the design and implementation of data collection and data management systems
- Experience in data analysis and evaluation
- Experience in translating data into accessible reports for diverse audiences
- Experience conducting large scale quantitative surveys

Desirable

- Experience in engaging and supporting others to contribute to M&E work
- Knowledge of project management techniques and tools
- Familiarity with the Ugandan health system
- Experience in writing project reports
- Experience conducting qualitative data collection and analysis

Work-based skills:

Essential

- Analytical thinking and problem solving skills
- Excellent planning and organising skills
- Excellent communication skills (i.e. both written and spoken English)
- Excellent interpersonal skills and good team spirit
- Excellent knowledge in the use of data management and analysis software such as Excel, Access, EpiData, STATA
- Willingness to participate in field activities/surveys and travel to remote areas within the country
- Ability to follow deadlines, accuracy and attention to detail

Desirable

- Excellent report writing and presentation skills

- Capable of working with minimum supervision
- A self-starter with enthusiasm
- Innovative and ideas driven

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| Core competencies: |
| Delivering results |
| LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills <ul style="list-style-type: none"> ✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results ✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements) ✓ Makes clear and timely decisions within remit of own role |
| Analysis and use of information |
| LEVEL B - Uses evidence to support work <ul style="list-style-type: none"> ✓ Identifies and uses various sources of evidence and feedback to support outputs ✓ Uses evidence to evaluate policies, projects and programmes ✓ Identifies links between events and information identifying trends, issues and risks ✓ Ensures systems are in place to address organisation needs |
| Interpersonal and communications |
| LEVEL B - Fosters two-way communication <ul style="list-style-type: none"> ✓ Recalls others' main points and takes them into account in own communication ✓ Checks own understanding of others' communication by asking questions ✓ Maintains constructive, open and consistent communication with others ✓ Resolves minor misunderstandings and conflicts effectively |
| Collaboration and partnering |
| LEVEL A - Is a good and effective team player <ul style="list-style-type: none"> ✓ Is a good and effective team player ✓ Knows who their customers are and their requirements. ✓ Respects and listens to different views/opinions ✓ Actively collaborates across teams to achieve objectives and develop own thinking ✓ Proactive in providing and seeking support from team members |
| Leading and motivating people |
| LEVEL A - Open to learning and responds positively to feedback <ul style="list-style-type: none"> ✓ Willingness to manage own development and performance ✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked ✓ Open to learning new things ✓ Responds positively to feedback from others ✓ Identifies mistakes and takes positive steps to improve |
| Flexibility/ adaptability |
| LEVEL B - Remains professional under external <ul style="list-style-type: none"> ✓ Able to adapt to changing situations effortlessly ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments |

- ✓ Plans, prioritizes and performs tasks well under pressure
- ✓ Learns from own successes/ mistakes

Living the values

LEVEL A - Demonstrates Malaria Consortium values

- ✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders
- ✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values
- ✓ Treats all people with respect

Strategic planning and thinking and sector awareness

LEVEL A - Manages own workload effectively Plans and manages own workload effectively

- ✓ Is familiar with Malaria Consortium's mission and current strategic plan.
- ✓ Understands own contribution to Malaria Consortium's objectives