

## JOB DESCRIPTION

<b>Job title:</b>	<b>M&amp;E Officer SMC</b>	<b>Location:</b>	<b>Aweil, South Sudan</b>
<b>Department:</b>	<b>Technical</b>	<b>Type of contract:</b>	<b>Fixed</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>7</b>
<b>Travel involved:</b>	<b>In-country</b>	<b>Child safeguarding level:</b>	<b>4- Low Risk</b>
<b>Reporting to:</b>	<b>Line manager: SMC Project Manager</b>	<b>Direct reports:</b>	<b>N/A</b>
	<b>Dotted line manager: N/A</b>		

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the prevention, control and treatment of malaria and other communicable diseases among vulnerable populations.

Our mission is saving lives and improving health in Africa & Asia, through evidence-based programmes that combat targeted diseases and promote universal health coverage.

We will accomplish this together with partners and all levels of government, by:

- Accelerating the reduction of targeted disease burdens and malnutrition along the elimination continuum.
- Strengthening evidence generation and use across the programme cycle for effective data-driven decision making at all levels
- Supporting health sector resilience to achieve Universal Health Coverage by 2030 in the countries we serve.
- Influencing policy and practice at national and global levels

Our areas of expertise include:

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

### Country and project background

Malaria Consortium began activities in South Sudan in 2005, its main office is in Juba and sub offices in Aweil, Northern Bar el Ghazel, Jonglei and Upper Nile. Its programme areas include Integrated Community Case Management (ICCM), Boma Health Initiative, Nutrition for children under five years of age, health systems management, and LLIN mass distribution. We also work with the MoH on policy and guideline development. These programs are currently funded by UNICEF, Health Pooled Fund (HPF) and Global Fund.

The Health Pooled Fund is a consolidation of funding from the British Government's Department for International Development (FCDO), the Government of Canada, the European Union, the Swedish International Development and Cooperation Agency (SIDA), and the United States Agency for International Development (USAID) and aims to support the Government of South Sudan in reducing maternal and infant mortality, ensuring universal coverage, and improving the overall health status as well as the quality of life of the South Sudanese population.

The Health Pooled Fund is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

The Essential Health Services Project (EHSP) is funded by UNICEF and aims to support the Government of South Sudan in reducing maternal and infant mortality through the delivery of low cost, high impact essential health services to about 2 million of the population living in the former Upper Nile and Jonglei States. The EHSP is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership

### **Key working relationships**

The officer working under the line-management of the SMC Project Manager and in close collaboration with the SMOH, CHD, community actors, stakeholders and partners would deliver aspects of the project as per the specified job tasks and expected deliverables.

### **Job purpose**

The M&E officer will serve as the main focal person for all monitoring and evaluation related activities for SMC in the state. The Postholder will assist and report to the SMC Project Manager regarding the monitoring and evaluation of project activities.

### **Scope of work**

The incumbent will work as part of the Project team under the direct supervision and guidance of the SMC Project Manager and dotted line managed by the Country Technical Coordinator (CTC) for the attainment of the project goals.

### **Key accountabilities (100%)**

- Plan and implement M&E activities in the approved work plan under the guidance of the Senior Technical Officer
- Lead the set up and maintenance of a project database and linkages with the national DHIS version 2 (Data repository) platform for reporting
- Ensure high quality data are available in useable format on a regular and timely basis for programmatic decision making by facilitating data collection and entry from:
  - Community Distributor's tally sheet
  - Health Facility's daily summary form and end-of-cycle reporting form
  - Supervision checklist to capture the details of the supervision visits
  - Community mobilization activity recording form to capture activities carried out by the community mobilization team
  - A logistics form that captures the logistic component of the project, including drug distributions, and other related equipment and tools
- Plan regular data quality assessments, and ensure the completeness, consistency and validity of distribution data

- Ensure the timely submission of high-quality programmatic progress update and the validation of such at the end of each cycle according to the microplan and targets
- Work with logistic Officer and Field Officers to facilitate the documentation of activities in form of reports and ensure proper archiving of such for easy access and reference
- Plan and coordinate monitoring visits to project supported sites and provide supportive supervision every SMC cycle
- Provide direct technical assistance and capacity building for state and CHD level implementers in the design and implementation of SMC monitoring and evaluation activities
- Participate in project assessments, evaluations and design including development of survey protocols with support from country office and advisors
- Participates in regular documentation of lessons learnt on SPAQ distribution by the project
- Represent MC and make presentations at professional meetings and conferences related to Monitoring, Evaluation and research, including monthly end-of-cycle review meetings
- Perform other duties as assigned

### Person specification

#### Qualifications and experience:

##### *Essential*

- Degree in statistics, demography, mathematics or any other relevant quantitative relevant discipline
- Demonstrable contextual knowledge of local issues, community priorities, social and cultural constraints and realities related to community assessment, project design, evaluation and implementation
- Cognate experience in monitoring and evaluation of community-based interventions is highly desirable
- Experience in managing HMIS and familiarity with Nigerian public sector health systems as well as community-level programme implementation will be added advantages

##### *Desirable*

- At least 3 years' experience attending HMIS data verification and validation review meetings with health facility workers at Local Government Area Levels

#### Work-based skills and competencies:

##### *Essential*

- Demonstrable passion for Malaria Consortium's mission; a strategic manager with integrity and a desire to work in a dynamic environment
- Proficiency in database management especially DHIS; Excel, Word, PowerPoint and demonstrable experience with statistical software packages (Stata, SPSS, Epi Info)
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Proven writing, communication and presentation skills in English
- A collaborative and flexible style, with a strong service mentality
- Facilitation and coordination skills

- The ideal candidate must be attentive to detail, highly organized, flexible and self-motivated with excellent communication skills in written and oral communication
- He/she must clearly display the ability to effectively prioritise and perform tasks to meet tight deadlines

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills</b> <ul style="list-style-type: none"> <li>✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results</li> <li>✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)</li> <li>✓ Makes clear and timely decisions within remit of own role</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL B - Uses evidence to support work</b> <ul style="list-style-type: none"> <li>✓ Identifies and uses various sources of evidence and feedback to support outputs</li> <li>✓ Uses evidence to evaluate policies, projects and programmes</li> <li>✓ Identifies links between events and information identifying trends, issues and risks</li> <li>✓ Ensures systems are in place to address organisation needs</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL B - Fosters two-way communication</b> <ul style="list-style-type: none"> <li>✓ Recalls others' main points and takes them into account in own communication</li> <li>✓ Checks own understanding of others' communication by asking questions</li> <li>✓ Maintains constructive, open and consistent communication with others</li> <li>✓ Resolves minor misunderstandings and conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL B - Collaborates effectively across teams</b> <ul style="list-style-type: none"> <li>✓ Proactive in providing and seeking support from expert colleagues</li> <li>✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution</li> <li>✓ Proactive in building a rapport with a diverse range of people</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL B - Manages own development and seeks opportunities</b> <ul style="list-style-type: none"> <li>✓ Actively manages own development and performance positively</li> <li>✓ Learns lessons from successes and failures</li> <li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL B - Remains professional under external pressure</b> <ul style="list-style-type: none"> <li>✓ Able to adapt to changing situations effortlessly</li> <li>✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments</li> <li>✓ Plans, prioritises and performs tasks well under pressure</li> <li>✓ Learns from own successes / mistakes</li> </ul>
<b>Living the values</b>
<b>LEVEL A - Demonstrates Malaria Consortium values</b> <ul style="list-style-type: none"> <li>✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders</li> <li>✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values</li> <li>✓ Treats all people with respect</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL A - Manages own workload effectively</b> <ul style="list-style-type: none"> <li>✓ Plans and manages own workload effectively</li> <li>✓ Is familiar with Malaria Consortium's mission and current strategic plan.</li> <li>✓ Understands own contribution to Malaria Consortium's objectives</li> </ul>