

## JOB DESCRIPTION

<b>Job title:</b>	<b>Monitoring and Evaluation Coordinator</b>	<b>Location:</b>	<b>Juba, South Sudan</b>
<b>Department:</b>	<b>Programme</b>	<b>Length of contract:</b>	<b>12 months</b>
<b>Role type:</b>	<b>Global</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>30-40% to Field Sites</b>	<b>Child safeguarding level:</b>	<b>TBC</b>
<b>Reporting to:</b>	<b>Line manager: Technical Coordinator</b>	<b>Direct reports:</b>	<b>None</b>
	<b>Dotted line manager:</b>		

### 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

In addition to our malaria control work our five core programme in South Sudan are; the provision of community level treatment for childhood diseases for diarrhoea, pneumonia and malaria through integrated Community Case Management (iCCM); nutrition for under-fives including emergency nutrition and SMART surveys; Health Systems Strengthening including HMIS and IECHC training at

County Health Department level; LLIN continuous distribution pilot study and the recently concluded operational research and support for mass drug administration on Neglected Tropical Diseases. We also work with the MoH on policy and guideline development.

We have an office in Juba and a large sub office in Aweil, Northern Bar el Ghazal. Additional project officer closed earlier this year in Upper Nile and Unity States. We have additional programmes in Central Equatoria that are run out from the Juba office with frequent travel to Yei. Currently the South Sudan office runs nine grants with approximately 100 staff and has a projected income of £2m for the 2011/12 financial year.

### **Job purpose**

The Monitoring and Evaluation Coordinator will be responsible for the principle monitoring and evaluation activities for the country programme.

### **Scope of work**

The Monitoring and Evaluation Coordinator will be responsible for: training and capacity building on M&E for MC in-country team, 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 Technical Coordinator to provide support to programme and project managers and will work very closely with the Field M&E Officer, Surveillance, Referral, HMIS and Data Entry Officers.

### **Key accountabilities**

#### **1. Monitoring, Evaluation and Research (40%)**

- Development of a M&E strategic plan (including accountability mechanisms) and lead the implementation along with Programme 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 (Nutrition SMART Survey, Knowledge Practice and Coverage Survey, Nutrition Coverage Survey, Nutrition Causal Analysis, Referral pilot etc.)
- Technically supervise survey and research implementation and ensure high data quality
- Contribute to the design, adaptation, and roll-out of routine ICCM data collection tools including databases for ICCM and Nutrition and others aligned to the MoH system
- Contribute to the development and implementation of Operational Research activities as required in close coordination with the Technical coordinator and field 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 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
- Act as focal point for demonstration of impact of the country level programme within Malaria Consortium's global and nation strategies
- Collaborate closely with MC's regional and global M&E teams to ensure that Malaria Consortium South Sudan's is aligned with their strategies

## **3. Human Resource Management and Capacity building (15%)**

- Technically oversee M&E Officer in the field to ensure all M&E is aligned with the MoH Plans, MC and donors requirements and their implementation in accordance with work plan and timelines
- In collaboration with the Project and M&E officers in the field, 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 M&E Officer and Programme team to implement M&E components, both routine, survey and research
- Participate in M&E 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 (15%)**

- Act as the focal point for M&E in technical working groups (M&E TWG, Nutrition Cluster Survey and assessment TWG, etc.)
- 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

- Advocate at national level 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
- Support and facilitate country-level liaison with the respective State / County Health teams to ensure their involvement and continuous flow of information

## Person specification

### Qualifications and experience:

#### *Essential*

- Degree / Postgraduate degree in public health (with focus on epidemiology/bio-statistics) or a pertinent social science discipline such as demography
- Minimum of 4 years' experience working in public health in developing countries within government, an international organization or research institution
- Significant experience in the management of project M&E systems
- Significant direct experience in survey design and implementation
- Experience in communicable disease control/malaria control
- Significant experience and training in M&E designs, tools and methodologies (SMART, KPC, SQUEAC / SLEAC methodologies)
- Excellent skills in information management including recording, analysis, reporting and review methods
- Proficient in the development of data entry programme, management, analysis and in using statistical analysis software (SPSS,Epi-Info Excel, Access, Stata, DHIS)
- Experience in methodologies for promoting organisational accountability towards stakeholders, particularly beneficiaries of programming
- Experience in qualitative and quantitative research designs and analysis
- Familiarity with GPS and mapping software

#### *Desirable*

- Experience in Republic of Sudan / South Sudan
- Master's degree in Public Health and / or medical background with qualifications / experience in bio statistics and / or epidemiology

### Work-based skills:

#### *Essential*

- Experience in strategic planning
- Strong coordination and collaborative skills
- Financial management or working with budgets and administrative skills

- Experience with proposal development especially developing logical frameworks
- Strong leadership skills and a supportive attitude towards team members
- Ability to manage, train and mentor M&E and other Programme staff
- Excellent diplomacy and stakeholder liaison skills
- Excellent communication, writing and presentation skills with excellent written and spoken English
- Experience of managing and prioritising high workload with a flexible approach to changing environments
- Demonstrated ability to work both independently and as part of a team
- Willingness to travel up to 40% of the time within the country

### *Desirable*

- Strong relationship building / interpersonal skill
- Basic security and communications training
- Positive attitude
- Energetic and interested

<b>Core competencies:</b>
<b>Delivering results</b>
<p><b>LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills</b></p> <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>
<p><b>LEVEL C - Works confidently with complex data to support work</b></p> <ul style="list-style-type: none"> <li>✓ Interprets complex written information</li> <li>✓ Works confidently with data before making decisions, for example; interpreting trends, issues and risks</li> <li>✓ Acquainted with the validity, relevance and limitations of different sources of evidence</li> </ul>
<b>Interpersonal and communications</b>
<p><b>LEVEL B - Fosters two-way communication</b></p> <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 misunderstanding and conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<p><b>LEVEL B - Collaborates effectively across teams</b></p> <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</li> </ul>

<p>resolution</p> <ul style="list-style-type: none"> <li>✓ Proactive in building a rapport with a diverse range of people</li> </ul>
<b>Leading and motivating people</b>
<p><b>LEVEL B - Manages own development and seeks opportunities</b></p> <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>
<p><b>LEVEL B - Remains professional under external pressure</b></p> <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>
<p><b>LEVEL C - Supports others to live Malaria Consortium's values</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates personal integrity by using role position responsibly and fairly</li> <li>✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<p><b>LEVEL B - Is aware of others' activities and vice versa in planning activities</b></p> <ul style="list-style-type: none"> <li>✓ Takes account of team members and others workload when planning</li> <li>✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs</li> <li>✓ Has a good understanding of the sector in which Malaria Consortium works</li> </ul>