



## **Monitoring & Evaluation Advisor, Ndola Job Announcement No. AID-011-20**

**OPEN TO:** All interested candidates

**POSITION:** Monitoring & Evaluation Advisor

**OPENING DATE:** September 11, 2020

**CLOSING DATE:** October 11, 2020

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** FSN 10 - (ZMK 388,892.27 p.a. - ZMK 605,532.36 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of the **Monitoring & Evaluation Advisor**.

### **BASIC FUNCTION:**

The incumbent will guide partners, tracking progress against performance indicators as part of the Mission's Performance Monitoring Plan and semi-annual and annual portfolio review process. S/he will review program level implementation plans, and track overall progress in improving health status over time. Given that s/he will be closer to the site of implementation, s/he will support the technical staff serving as Agreement or Contracting Officer Representatives (A/COR), as well as implementing partners to ensure that activity work plans and monitoring plans include relevant and effective performance measures.

The M&E Advisor will work closely with Provincial Health Information Officers and other government counterparts at the provincial and district level to ensure optimal coordination, harmonization, and alignment of strategic information processes, activities and systems.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **I. Monitoring and Evaluation (45%)**

- In collaboration with the Health M&E Team and A/CORs, conduct field visits to monitor the activities of IPs within the province; track progress against program descriptions, implementation plans and annual work plans; recommend action to A/COR for improvement or modifications to address problems, and documents and highlights results
- Conduct site improvement through monitoring systems (SIMS) visits to monitor capacity at facility, community and above-site levels to provide high-quality HIV/AIDS services in all program

areas. Facilitate the use of these data and quality outcomes to improve services within the province.

- Perform Data Quality Assessments (DQAs) on indicators related to the Health Team and perform routine project monitoring. Work with The Health M&E team and all A/CORs to ensure adequate site visits are taken. Develop and maintain a site visit calendar including DQA, SIMS, Environmental Compliance, Monitoring and Mitigation, and additional assessments required to ensure routine project monitoring.
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- Provides training on methods used in the collection and use of strategic information and PEPFAR reporting guidelines to implementing partner staff.

## **2. Technical Oversight, Program Management, and Collaboration (30%)**

- Work directly with the Ministry of Health (MOH), and other government ministries to strengthen and build capacity for Health M&E activities and programs at provincial and district levels.
- Provide support to implementing partners and government counterparts in the province on their M&E systems; offer advice on possible improvements in methodologies, record-keeping, data verification, and analysis.
- Participate in the development and implementation of capacity building programs, workshops, and other participatory activities that will serve to broaden knowledge and practice of effective M&E of Health programs and related activities at provincial, district, and partner level.
- Working with A/CORs, review performance reports to ensure that Implementing Partners (IPs) are in compliance with host-government agreements, and with the performance expectations outlined in their work plan and in their contract/agreement with the USAID Health Team.
- Work collaboratively with Provincial and District Health Officers and ensure accurate reflection of the USAID contribution to the provincial results.

### **Activity Management (15%)**

- Serve as Activity Manager for cooperative agreements, grants and contracts associated with M&E if delegated by the Health Office Chief.
- Provide technical direction for proposals that result in a grant, contract and/or cooperative agreement for SI programs.
- Ensure compliance with PEPFAR, GHI, USAID regulations and host government agreements as they relate to the specific mechanisms managed. Maintain specific and in-depth knowledge of applicable USG laws and legislative directives, as well as regulations regarding allowable use of funds (e.g., family planning, HIV/AIDS)

### **Administrative Management (10%)**

- Maintain files and records in the M&E data collection specific for activities within the province's coverage area and is responsible for data integrity and security of information in the reporting databases.
- Support Health M&E Teams' data entry, analysis and reporting.
- Oversee and coordinate the visits of short-term advisors, evaluators, and other visitors associated with assigned M&E or program area activities.

### **Other Duties as Assigned**

- Other duties as required and appropriate may be assigned.

## QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** A Master's degree in international development, social sciences, public health, health care management or other relevant field with a minor or additional training in epidemiology, statistics, operations research, quality assurance, and/or survey methodology is required.

A Master's degree is mandatory due to the level of professional technical leadership that can only be found in individuals that possess the correct graduate degree and adequate experience working with higher level statistical packages in international development, social sciences, public health, health care management or other relevant field with a minor or additional training in epidemiology, statistics, operations research, quality assurance, and/or survey methodology..

2. **Prior Work Experience:** At least five years of relevant experience in health care program design, implementation and management, of which at least two years have been in a developing country context and have focused on the development and operation of M&E systems.
3. **Post Entry Training:** The Job holder will need COR/AOR training. Through on-the-job training (formal, informal and self-taught), the Supply Chain Advisor will become familiar with USAID systems and requirements of the overall Health portfolio. Other trainings will include USAID Global Acquisition and Assistance System (GLAAS), USAID Agency Secure Image and Storage Tracking (ASIST), record-keeping and management, Introduction to the Program Cycle (IPC), Activity Design (AD), and Project Design (PD).
4. **Language Proficiency:** Excellent English communication skills, both oral and in written, are essential. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.
5. **Job Knowledge:** A thorough knowledge of M&E systems development and operation; sound knowledge of HIV/AIDS prevention, care and treatment in sub-Saharan Africa; and a good understanding of African social, cultural and political contexts is required.

### 6. **Skills and Abilities:**

1) Demonstrated ability and experience in the conceptualization, design, management, and performance monitoring of complex development programs. 2) Excellent interpersonal skills, required to establish and maintain a wide range of working-level contacts with Health programs in government, non-governmental, and private-sector circles. 3) Demonstrated ability to work effectively within team and interagency environments. 4) Management and analytical skills to strategize, develop and implement effective USAID-supported Health programs. 5) Financial management and administrative skills to track the performance of implementing partners. 6) Ability to interpret, apply, and explain program policy, guidelines, regulatory directives and related guidance. 6) Ability to organize and present information and to draft clear, concise documents. 7) Excellent computer skills, including ease in using database, word processing, spreadsheet and presentation software applications.

### **TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

### **BENEFITS:**

The position is classified at FSN-10 level. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

**APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>); and
5. Contact information for at least three professional references.

**SUBMIT ALL APPLICATION MATERIALS TO:**

[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov) (E-mailed applications required.)

The email subject heading **must** read either of the following (the location of the position must be clear):

**Application: Monitoring & Evaluation Advisor - Ndola, AID-011-20**

**Only short-listed candidates will be contacted.**