# VACANCIES

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa’s vision is to bring lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. Amref Health Africa has offices, projects, and staff in; Kenya (Headquarters); Ethiopia; Malawi; Tanzania; South Sudan; Uganda; West Africa Hub in Senegal (covering Burkina Faso, Guinea, Senegal, and Sierra Leone), and Zambia. Amref Health Africa has an additional 10 advocacy and fundraising offices in Europe and North America: Austria, the United States of America (USA), Netherlands, United Kingdom (UK), Spain, Canada, France, Monaco, Sweden, and Italy. Employing over 1000 staff and with an annual operating budget of approximately $100 million, Amref Health Africa is a knowledge resource for donors and partners. For more information on Amref Health Africa, please visit [www.amref.org](http://www.amref.org/).

Amref Health Africa in Malawi is implementing a USAID funded multi-year health systems strengthening and service delivery project in Chitipa, Karonga, Kasungu, Salima and Nkhotakota. The project goal is reducing maternal, new-born, and child mortality through improved access and quality of health service delivery. In collaboration with the Ministry of Health, Amref will work to provide quality primary care for essential and integrated Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCH) FP/RH, nutrition, WASH and malaria; Empower individuals, communities and local organizations to demand higher quality and more available health services, and improve their health seeking behaviour, and engaging multiple sectors to address the social determinants of health. In this regard, Amref Health Africa in Malawi is therefore inviting suitably qualified applicants for the position of M&E officer

# Monitoring, Evaluation and Learning Officer

The position holder will be based at the Head Office in Lilongwe. Reporting to the Director of Monitoring, Evaluation and Learning, the M&E Officer shall meet the below specifications:

# Main Purpose of the Job:

The Monitoring and Evaluation (M&E) Officer shall report to the M&E Director and is responsible for coordinating monitoring, evaluation, and reporting activities under the MOMENTUM component 2 award in the implementation sites. The M&E Officer ensures timely communication of data from the consortium partners to the M&E Director. S/he works with the M&E Director and other senior technical MOMENTUM program leads on the development and management of the Monitoring, Evaluation and Learning (MEL) Plan

**Specific Key Responsibilities:**

* Work with the project MEL Team in designing, testing, and translating various M&E and research tools as well as activity monitoring plans and research work plans.
* Lead the implementation, coordination, and supervision of MEL activities in the assigned project sites.
* Perform or assist in data collection, data entry, data validation, and data quality assessments to consortium partners.
* Assist the MEL and Communications Teams in documenting project impact and success stories.
* Liaise with internal and external project stakeholders in the assigned project areas to obtain information and data related to project performance.
* Present and share M&E and research findings to internal and external project stakeholders in the assigned areas.
* Supporting Momentum USAID Project in coordinating project reviews, evaluations, consultancies and maintaining databases of the same;
* Coordinating the development and implementation of an early warning system on the performance of the projects;
* Regular follow up monitoring of project -, outcomes and impacts; and
* Coordinating Quality Assurance systems and review of standards and operation procedures.
* Provide support to other special MEAL initiatives as may be needed.
* Planning and coordinating Momentum USAID Project and partner reporting.
* Coordinating reporting systems and reviewing of tools as guided by USAID MEL teams
* Provide regular updates and write progress reports on MEL activities and submit M&E data timely in Amref Information Management System (AIMS) and USAID reporting platforms.
* Assist with periodic reports as appropriate and submit inputs timely.
* Participating in capacity building for and with project Managers, partner organisations and collaborators.
* Train project teams in data collection as necessary.
* Working with project staff to document and disseminate best practices and lessons learnt including preparing quality reports and papers.

# Requirements and Qualifications

* Bachelor’s degree in Statistics, Computer Science, Public Health or equivalent;
* In-depth knowledge of DHIS2 is a must;
* Knowledge of M&E concepts and tools;
* Database management; and
* Knowledge of M&E concepts and tools;
* Statistical software (SPSS, STAT, R, GIS Mapping. Etc)
* At least 4 years’ experience working;
* Operations research;
* Practice with log-frame development;
* Project and programme monitoring and evaluation; and
* Participatory development of indicators
* Proficient in IT Skills e.g. MSOffice.

# Competences& Skills:

* Attention to detail and facility with numeric data;
* Ability to work in multi-cultural teams;
* Excellent communications skills;
* Analytical skills; and
* Mature with initiative

# How to apply:

To apply, please send your updated (CV) resume and cover letter before **Friday December 1st, 2023** to [**recruitment.malawi@amref.org**](mailto:recruitment.malawi@amref.org) quoting the relevant reference subject line. **Kindly be advised that Hard copy applications will not be accepted.**

***NOTE: Duly note that due to volumes of applications we receive; only shortlisted applicants will be acknowledged and that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment. Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking policy.***