



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Regional Monitoring, Evaluation and Learning (MEL) Specialist, Western Africa
REPORTING TO	Regional Program Manager, West Africa Hub
DEPARTMENT/UNIT	Saving Lives and Livelihoods Initiative (SLL)
DURATION OF THE CONTRACT	One (1) Year
DUTY STATION	Dakar, Senegal

Amref Health Africa is the largest international health development organization based in Africa. Working with and through African communities, health systems and governments, Amref's vision is for Lasting Health Change in Africa and remains committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 700 staff and with an annual operating budget of approximately \$90 million, Amref Health Africa is a knowledge resource for donors and partners. For more information visit our website [www.amref.org](http://www.amref.org)

### **1. AMREF GLOBAL HEALTH SECURITY UNIT**

Global Health Security (GHS) seeks to build strong and resilient public health systems to prevent, detect, and respond to infectious disease threats, wherever they occur. The Amref GHS Unit coordinated from Nairobi Kenya strengthens capacity of health systems to reduce vulnerabilities to emerging and re-emerging disease threats for communities in sub Saharan Africa. To address the increased threat to disease outbreaks, the programme is complementing the efforts of regional partners such as the Africa CDC, national players through the Ministries of Health and other strategic partners to protect lives and livelihoods of people in sub Saharan Africa. Amref Health Africa is amongst the key partners supporting COVID-19 vaccine deployment in Eastern and Southern Africa. Under the Africa CDC project portfolio, Amref along with other local implementing partners will contribute to the overall goal of increasing COVID-19 vaccine coverage to over 70% across countries in sub Saharan Africa.

### **2. JOB SUMMARY**

The **Regional MEL Specialist** will be responsible for tracking the implementation of the M&E plan for the SLL project. The Regional MEL Specialist will work closely with all staff to track project implementation, at cost, time and quality. More specifically, ensure quality reporting and timely information for accountability, decision-making across the Africa CDC project portfolio, the SLL unit and larger Amref M&E support services.

### **3. PRIMARY DUTIES & RESPONSIBILITIES**

- Responsible for tracking implementation of the approved work plan and M&E plan at cost, time, and quality;
- Oversee the implementation, track and provide regular status on the M&E Plan (framework, indicator sheets) and project annual work plan;
- Responsible for ensuring compliance in Project Contractual reporting and implementation of the collaborative learning and adaptive (CLA) plan/ learning agenda;



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- Ensure compliance in donor reporting on a quarterly and annual basis through submission of quality front office, quarterly progress, program specific and annual reports;
- Conduct analysis for routine donor reporting and ad-hoc requests;
- Operationalize the SLL project approach by leading its implementation as per the M&E plan and regularly share the same with the donor as part of progress reporting;
- Monitor implementation of learning agenda for identification of best practices and lessons learned and for adaptive management (quarterly);
- Support development of the project work plan; external evaluation, operational research.
- Provide Technical assistance to develop and implement project data collection processes that may include annual pulse assessments, region Transition readiness assessments, data-informed annual work planning; qualitative Index monitoring of the project sustainability and maturity plans;
- Track and provide status on project evaluation and performance management plan (EPMP), and mid-term and end-term implementation of the same;
- Provide a Quarterly progress on the project EPMP;
- Support project work planning to ensure it adheres to the Performance Monitoring Plan (PMP);
- Support to Project Knowledge management and communication (KM/Comms);
- Provide data and information to the Knowledge Management/Communication Specialist;
- Participate in identifying and documenting project success stories;
- Establish and maintain project management information systems (MIS). At all times ensure project management tools such as Daily tracker, Work plan Trackers, Annual Benchmark Tracker, among others are updated on-time, provide regular updates to the entire project team on a weekly, monthly etc.;
- Ensure implementation of the project data quality assurance and improvement processes and intervention for the programs including digital health solutions (Maintaining of the standards);
- Ensure adherence to Amref reporting requirements through ad-hoc and regular reporting;
- Establish and maintain a project database or project management information system;

### **4. Required Qualifications:**

#### **4.1 Education and Knowledge**

Master's Degree (minimum) in Public Health or related field.

#### **4.2 Experience**

- 4-6 years of experience in MEL in development settings; field/country office experience preferred with 1-3 years of supervisory experience.
- Significant experience in providing in data management including extensive quantitative and qualitative analytical and reporting writing skills and the use of analytical software. Extensive experience in designing and undertaking research, evaluations and other studies.

#### **4.3 Skills**

- Ability to listen, communicate and work as a team with country office focal persons.
- Facilitatory skills as opposed to top down approach to support country offices.
- Ability to work independently and self-motivated
- High levels of integrity and honesty
- Being able to guide teams to deliver, at the same being hands-on on delivery



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### 5. HOW TO APPLY?

Interested? Please visit our website <https://recruitment.amref.org:1445/account/Login/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. The closing date will be **March 10, 2023**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*