



**JOB VACANCY
ADVERTISEMENT
REF/MONITORING, EVALUATION AND LEARNING OFFICER /11/23**

IDENTIFICATION	
JOB TITLE	Monitoring, Evaluation and Learning Officer
REPORTING TO	Monitoring, Evaluation and Learning Manager
DEPARTMENT/UNIT	Programmes
DURATION OF CONTRACT	Three (3) years (Renewable)
DUTY STATION	Lilongwe, Malawi

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of 'Lasting health change in Africa' and its mission '**To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health**'.

JOB PURPOSE:

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

MAIN PURPOSE OF THE JOB:

The Monitoring and Evaluation (M&E) Officer shall be 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 Manager 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

Interested? Please visit our website <https://amref.org/vacancies/> 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. Closing date will be Monday 15th December, 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.