



Amref Health Africa JOB DESCRIPTION

POSITION TITLE: Monitoring, Evaluation, and Research (M&ER) Manager

REPORTS TO: M&E Director

SUPERVISES: N/A

LOCATION: Addis Ababa Country Office

I. JOB SUMMARY:

Amref Health Africa is seeking a M&ER Manager to provide technical support for the USAID Integrated Youth Activity (IYA) that aims to empower youth to advance their own economic, civic and social development across 18 major urban cities of Ethiopia. Under the direction of Monitoring, Evaluation, and Learning (MEL) Director, the MER Manager will ensure the establishment and implementation of an effective and efficient system to monitor progress, successes and impacts of project interventions at all levels of the program. The position holder will provide technical, capacity building and supervisory support to the MEL teams and other staff within Amref and consortium partners. S/He will work in close collaboration with the knowledge management manager, M&E officer, M&E data administrator and other program staff.

II. DUTIES AND RESPONSIBILITIES:

The M&ER manager will have the following duties and responsibilities:

M&E Technical Support

- Provide technical support on the development and strengthening of MEL systems within IYA
- Provide technical support to project activities during design of MEL framework, plans and tools; Develop and cascade standard operating procedures to guide MEL activities of all partners, including Civil Society Organizations (CSOs)
- Prepare regular reports from the consortium partners for review to the MEL Director
- Provide leadership to MER team with guidance from the MEL Director by convening regular meetings; MER forums, and supporting regular program and MEL team coordination sessions.
- Provide guidance in reporting within the organization and CSO, and provide quality assurance support in reporting
- Review CSO and other implementing partners reports in collaboration with program team and provide feedback to the partners based on their performance
- Design Data Quality Assessments and audits tools and implement regular DQA together with other M&E and program staffs
- Conduct regular field monitoring/mentorship visits to support implementation of MER systems and Continuous Quality Improvement/Quality Assurance (CQI/QA) initiatives
- Lead in development of proposals related to MER with support and oversight of the M&E director
- Lead the capacity building activities of staff in MER through organizing of workshops in various areas; link staff to relevant MER related trainings; lead brownbag sessions for sharing of research findings and proposals

- Provide training and mentorship support to CSO MEL staff on database utilization, reporting and data analysis and use

Coordination, Communications and Representation

- Prepare or support routine reports, abstracts, presentations, brochures, project summary sheets, newsletters etc. Present at conferences or meetings when required.
- Provide tools and technical support in documenting lessons learned and success stories to project staff
- Produce monthly progress update bulletin to update the SMT on program progress
- Work closely on the integration IYA with Amref's health project including updating the monthly and quarterly reports in the Amref Health Information Management System
- Ensure M&E project tools and documents are in line with donors and work closely with Amref result based management
- Promote the cross learning of IYA with other Amref health Africa Share the experience of IYA to other Amref existing projects
- Represent the project in national Monitoring, Evaluation and Research committees, TWGs and Review meetings as assigned by the M&E director

Research

- Provide technical, research and analytical support in writing of research protocols, ethics approvals, research abstracts and manuscripts to consortium members.
- Support consortium staff in designing and execution of research studies relevant to the project and or help inform programing.
- Provide technical support to the different formative assessments, evaluations and other research activities undertaken
- Provide technical support to the program directors and advisors in publication of papers in peer reviewed journals
- Provide technical support in evaluations conducted internally and by consultants Publish at least two papers as lead author in peer reviewed journals annually and present at least two papers in local/international conference annually
- Undertake other relevant duties assigned by the supervisor

III. QUALIFICATIONS & EXPERIENCE

- Master's level degree in either epidemiology, monitoring and evaluation, biostatistics, public health, and social sciences
- Professional training and work experience in research methods, monitoring and evaluation;
- Experience in monitoring and evaluation, operations research and health programs design
- At least seven years of experience in MEL and research, biostatistics in development sector
- Research background with at least three publications in peer reviewed journals
- Ample experience in data management system design and utilization. Strong experience in use of statistical tools
- Strong experience in program management and performance review, particularly in the NGO sector, Previous USAID projects experience is a plus
- Excellent analytical skills; strong data management and analysis skills
- Experience in program & strategy designing and proposal development



- Expert knowledge of data analysis programs such as SPSS, R, STATA, excel and/or EPI INFO; DHIS2 data management system and database capability
- Experience working collaboratively with teams from diverse backgrounds;
- Strong presentation, reporting, and communication skills;
- Spoken and written fluency in English and Amharic;
- Excellent computer skills using MS Office 365 Suite of products including Word, Excel, Outlook, Teams, and PowerPoint;
- Ability to travel at least 40% of the time outside of Addis Ababa