



## Job Description for Monitoring and Evaluation Officer (M&E Officer)

### Job title

Monitoring and Evaluation Officer (M&E Officer)

### Reporting

The M&E Officer reports to the Project Manager and Deputy Project Manager.

### CHILD SAFEGUARDING:

**Level 2 - the responsibilities of the post may require the post holder to have access to children or young people (in line with Save the Children principles)**

### Purpose

The M&E Officer shares the overall responsibility of the HAP team for the delivery of the objectives as defined in the Project Document and Agreement between Switzerland and Albania for the implementation of HAP.

The main purpose of the position is to assure the monitoring and evaluation of the activities, outputs, outcomes and impacts of the Project implementation. For achieving that objective the M&E Officer should engage in several activities as defined in this JD.

The M&E Officer works with HAP team and partners' staff to: develop plans, tools, processes for data collection, data analysis, reporting and dissemination of project related information; collect information and prepare, update and keep relevant databases for the Project; and advise Project Managers on relevant issues associated with the progress of the Project and meeting its expected targets and results.

### Main duties and responsibilities

The M&E Officer is responsible to:

- Ensure that all information required for the indicator matrix of the project M&E framework are collected, processed, inserted in the progress reports and adequately stored;
- Assure that the information used for M&E are reliable, accurate and correctly processed;
- Assure that all collected data and processed information are properly stored in logical and consistent way, and are easily retrievable when required;
- Establish continuous and collaborative interactions with all HAP partners and institutions that provide information required for HAP M&E;
- Work together with members of HAP team for all that concerns information gathering

collection and reporting on all activities carried out by the Project;

- Keep staff members monthly reports stored and elaborate summary compilation of the reported activities for the preparation of the Project progress reports;
- Develop strategic forecast on the progress of the Project, identifying areas of success and areas to be improved, constructively discussing suggestions with the Project Manager and members of the team.
- Engage in knowledge generation & evidence building for sharing and disseminating information in a more effective & efficient way

### **Additional Tasks**

To achieve the main duties above listed, the M&E Office is also responsible to:

- Carry out literature review on topics of relevance for HAP M&E;
- Propose to the Project Manager research initiatives with the objective of covering information gaps and complementing the data available for Project M&E, as well as for enriching the knowledge of the context and reach of the implementation of the Project;
- Once approved by the Project Manager, undertake the tasks related to designing the research protocols, tools and operational plans, and coordinate the execution of the field works, as agreed with the Project Manager;
- Engage in capacity building of team members as well as partners' staff in initiatives related to M&E methods and approaches, strengthening of Health Information Systems, and introduction of new IT tools (for instance Geographic Information Systems) for M&E;
- Promote and implement initiatives for the dissemination of M&E information of the Project among the beneficiaries' communities, health professionals, project partners and health stakeholders in general;
- Follow up and keep records of studies, reports, abstracts, conference presentations and official communications related to health and healthcare relevant to HAP;
- Participate in initiatives of HAP partners related to health information systems, advising the Project Manager on possible contributions the Project can make;
- Together with the Project Manager and members of the team, prepare technical briefs, abstracts and articles related to the outputs and outcomes of the Project as defined in its annual work plans;
- Update regularly a centralized information system accessed by all HAP team members and maintain a resource library in conjunction with other staff;
- Systematically archive the progress reports and all other technical reports produced by the Project.

### **Required qualifications and experiences**

- University degree in health related fields, development or social sciences.
- Ability to analyse and disseminate complex information with and to a range of stakeholders.
- Relevant experience in the public health including performance measurement,



indicator selection, quantitative and qualitative data collection, statistical analysis and database management;

- Capacity to manage, analyse and interpret quantitative data, generating graphs, charts, maps (with GIS software) and tables of required clarity and consistency;
- Experience and ability to prepare M&E plans and reports;
- Track-record in data evaluation, with developed research, analytical, documentation, report writing and planning skills;
- Excellent reporting writing competence;
- Excellent interpersonal, communication and presentation skills;
- Fluency in written and spoken English;
- Willingness to travel to project areas;

### **Expected skills and behaviours**

Expected personal characteristics of the M&E Officer includes the ability to:

- Adopt a learning attitude and interest to acquire new technical knowledge and skills;
- Hold self-accountable for making decisions, managing resources efficiently;
- Communicate effectively, cordially and timely with members of the team and partners to deliver on their responsibilities;
- Set ambitious and challenging goals for him/herself, taking responsibility for her/his own professional development;
- Engage and motivate others in their tasks related to the Project;
- Keep future-orientation and think strategically;
- Build and maintain effective relationships, with the team, colleagues, members and external partners and donors;
- Value diversity, seeing it as a source of competitive strength;
- Have approachable and good listener attitudes;
- Develop and encourage new and innovative solutions ;
- Have willingness to take disciplined risks;
- Be honest and encourage openness and transparency.

**Date of issue: 17 May 2017**