

# MONITORING AND EVALUATION SPECIALIST

## THE POSITION

The successful candidate will oversee the monitoring and evaluation (M&E) of the activities supported under our grant and their resultant impact on the project goals and targets. You will coordinate the collection and aggregation of data from sub-contractors and implementing partners as part of the project evaluation. You will develop strong working relationships with the implementing partners to develop the capacity for standardized donor reporting of a high quality, and to implement data verification and quality improvement exercises, contributing to reliable reporting on the grant targets. As the M&E Specialist, you will oversee the evaluation of M&E processes, to ensure that they provide the necessary evidence to assess the impact of the strategy. You will be an innovative problem solver, with a strong work ethic, and proven experience in working diplomatically with a wide range of health systems and information officers to rapidly scale improvements in data quality and analysis.

## KEY AREAS OF RESPONSIBILITY:

- **M&E system design and maintenance:** Develop M&E systems that facilitate the collection of quality data from all levels of the grant. Design and maintain an electronic monitoring dashboard that tracks input, outcome, and impact targets and facilitates robust monitoring to identify performance risks early and to trigger timely course correction to ensure that targets are met.
- **Information Sharing:** Collaborate with the Ministry of Health, national health management and information systems and the Donor to share information, compare data and where possible harmonize approaches for common indicators. Serve as a liaison between Potentia and its partners, facilitating collaboration on data verification and audit; this will also involve liaison, data verification and auditing. Consolidate all information into integrated grant progress reports for reporting to the Donor.
- **Project management:** Ensure the effective management of all M&E projects. You have to ensure that efficient data collection, processing and analysis take place and that the involved persons locally and from the regions also provide their relevant input.
- **Project strategies:** Collaborate with the stakeholders to develop and implement the grant M&E plan, including design and roll-out of innovative approaches that improve the quality, speed and accuracy of data collection, monitoring of data flow, data entry and analysis and reporting.
- **Human Resource analysis:** Monitor evolving project trends to understand the Human Resource roll-out needs in the regions and the success of retention initiatives.
- **Applied research:** Conduct applied research in order to attain M&E data. You will have to design the research, plan the data collection, process the data, analyse and report the collected data. Review and provide technical input on other field evaluations and assessments conducted within the Elimination 8 strategy, linking findings to programmatic targets and triangulating different data sources to evaluate impact.

## MINIMUM REQUIREMENTS:

- At least a Master's degree in Public Health, Business Administration or a related field.
- Strong corporate background is essential with an appreciation for performance management and project management and reporting.
- A minimum 5 years' working experience at a managerial level.
- Highly quantitative abilities and skills with demonstrable analysis.
- The ability to exercise diplomacy while building and managing partnerships in culturally diverse and complex environments.
- Willingness to travel to implementation sites when necessary.
- Verbal and written English ability to interact professionally and provide clear technical reports.
- Strong research skills with demonstrable experience with research studies. Strong research design skills are an added advantage.
- A critical thinker with very strong problem solving and decision making skills.

## COMPETENCY REQUIREMENTS:

- **Analytical skills:** Ability to collect, process, analyse, and integrate all relevant and factual information.
- **Comprehension:** The capacity to draw logical conclusions from relatively unorganised matter, to make sensible deductions, to have adequate insight and to make deductions of a concrete nature.
- **Conflict Management:** The extent to which the incumbent should reflect each of the following conflict management styles, initiating and managing acceptable solutions and outcomes to conflict situations.
- **Organisational alertness:** Understanding how their own job fits in with other jobs in the organisation, the contents and importance of company policies and procedures and their contribution to the whole.
- **Excellence orientation:** Displaying pride in and deriving personal satisfaction for achieving results, commitment to uncompromising standards of excellence and continuous improvement.
- **Self-motivation:** The drive to achieve, persevere, to strive toward definite goals and to take appropriate steps of your own accord.
- **Conceptual understanding:** The potential or capacity to reason in spatial terms, to see the relationship between parts, to 'complete' the picture; to envisage the whole or end-result and to anticipate the outcome.

## INTERESTED ?

We offer an attractive package commensurate with qualifications and experience. The closing date is **29 July 2016** and Namibian citizens are encouraged to apply. We request that you e-mail your CV to [craig@potentia.com.na](mailto:craig@potentia.com.na) for the attention of Craig Dennis. **All applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Note: Only electronically formatted CV's will be accepted.**

