

JOB DESCRIPTION

Job title:	Head of Monitoring and Evaluation	Location:	London, UK
Department:	Technical	Length of contract:	Indefinite
Role type:	National	Grade:	11
Travel involved:	Up to 30% international travel	Child safeguarding level:	3, slight risk
Reporting to:	Head of Surveillance	Direct reports:	2-3 global posts

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

This post has global responsibilities, overseeing Monitoring, Evaluation and Surveillance work across all of Malaria Consortium's offices and programmes in Africa and Asia

Job purpose

As a member of Malaria Consortium's Senior Technical Team, the Head of Monitoring & Evaluation will provide technical leadership for Malaria Consortium's M&E team, assure the standards and quality of Malaria Consortium's M&E activities across all programme areas, lead the organisation's M&E Community of Practice (CoP), provide strategic direction of M&E for the organisation and represent the organisation in relevant global fora.

Scope of work

The Head of Monitoring and Evaluation will be responsible for overall leadership and line management of the global M&E team, covering staff based in head office in London. The post holder will be responsible for leading the M&E Community of Practice (CoP) and ensuring high quality M&E approaches are implemented at the project and organisational level across all Malaria Consortium programmes. The post holder will provide technical oversight to the organisational Project Results System (PReS) and help maintain a cost effective technical advisory service.

Key working relationships

The Head of Monitoring and Evaluation will work internally with Chief Executive, Technical Director, Regional Programmes Directors, Monitoring and Results Measurement manager, Digital Specialist, Communities of Practice leads and members of the global M&E team, M&E community and practice, Head of External Relations and Head of Business Director.

Key accountabilities (percent of time spent on each area)

1. M&E of Malaria Consortium's projects and programmes (70%)

- Identify and manage priorities for Malaria Consortium's contributions to global M&E approaches and methods
- Lead Malaria Consortium representation globally on M&E
- In liaison with the Technical Director and the Senior Technical Team ensure that Malaria Consortium has the appropriate level of M&E capacity to achieve the organisation's strategic objectives
- Guide, coordinate and supervise the global M&E team's technical support to projects, managing the allocation of appropriate resources for M&E
- Provide technical assistance to national programmes in M&E strategies and approaches
- Oversee and guide specific M&E activities, including large-scale surveys
- Lead the development and maintenance of the organisation's cross-project results reporting system (PReS)
- Using the organisation's cross-project results reporting system (PReS) will analyse and inform correction actions for the organisation short-term and long-term
- Lead the design of programme evaluations as part of Malaria Consortium's learning agenda
- Remain abreast of innovations in M&E and introduce them, when appropriate to strengthen the quality of result measurement in national health systems and/or in donor-funded projects. These include, but are not limited to, innovative methods/technologies and methods for data collection/reporting that may improve, complement or replace existing methods (e.g. mobile technologies for data collection, alternatives to household surveys), data visualisations, data triangulation approaches, big data approaches and impact modelling
- Participate and contribute to operational research, working closely with the Senior Research Advisor and Research Group/Business Area
- Identify opportunities, guide and support the use of M&E results to inform programme quality improvement, and influence policy and practice
- Disseminate lessons learned to national and global audiences through conference presentations, peer-reviewed publications, and technical reports

2. Strategic and cross-cutting organisational contributions (30%)

- Organize and lead Malaria Consortium's M&E Community of Practice to establish standards, guidelines and quality assurance mechanisms
- Contribute to the development and embedding of technical quality standards
- Participate in the use of value-for money frameworks for programme quality improvement, in particular measuring the effectiveness of priority interventions

- Work closely with the Global Management Group, the Head of Surveillance and other colleagues to ensure that the organisational strategic objectives are measured and monitored, and documented in donor and annual reports to the board
- Engage in organisational working groups as relevant
- Spearhead the development of Malaria Consortium's internal capabilities in monitoring and evaluations design and implementation, in particular the use of routine health management information systems for results measurement. Identify opportunities for new business development regarding results measurement of communicable diseases control programmes
- Lead the quality assurance of M&E components of bids/proposals, and contribute to the design of selected bids/proposals
- Lead the writing of publications (non-peer and peer reviewed) on M&E approaches to position the organisation as one of the thought leaders in results measurements of communicable disease control programmes

Person specification

Qualifications and experience:

Essential:

- Postgraduate degree in public health, epidemiology, bio-statistics, demography or a pertinent field
- Extensive experience working in M&E in LMICs preferably including Africa and/or Asia
- Experience meeting M&E requirements of key donors to international health (e.g. DFID, USAID, CDC, Bill & Melinda Gates Foundation, UNITAID, UNICEF)
- Significant experience in the development and implementation of project M&E systems
- Strong background in survey design and implementation (households and facility surveys)
- Familiarity with public sector Health Management Information Systems in developing countries, in particular DHIS2
- Experience in impact evaluation
- Experience in the development and use of data bases and statistical analysis software (EpiData, Excel, Access, Stata, R)
- Experience on data visualisation platforms (e.g. Tableau, PowerBI)

Desirable:

- PhD qualification
- Proven ability to influence and shape the global M&E agenda
- Experience with infectious disease surveillance systems
- Experience in burden of disease estimations (DALYs, Lives Saved, mortality reductions)
- Experience in research design, particularly operational research
- Experience with mobile technologies for data collection and reporting

Work-based skills:

Essential:

- Established leadership skills and the ability to lead, co-ordinate and work with teams, as well as to work independently and take initiative
- Sound knowledge of communicable disease control
- Effective negotiator with proven ability to manage relationships and deliver results
- Fluency in written and spoken English
- Highly skilled in quantitative and qualitative research methods

- Proficiency with financial data, including budgeting
- Strong interpersonal and professional communication skills
- Excellent writing and presentation skills
- Solid analytical skills and ability to filter and distil critical information
- Practical organisational skills with the ability to manage a fluctuating workload prioritise and re-prioritise when necessary and meet tight deadlines
- Track record of peer reviewed publications
- Candidates must have the right to work in the UK be considered for this post

Desirable:

- Fluency in written and spoken French or Portuguese
- Familiar with value-for-money frameworks

Core competencies:
Delivering results
<p>LEVEL D- Inspires wider teams to achieve outstanding results and to manage risks</p> <ul style="list-style-type: none"> ✓ Proactively improves effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriate ✓ Encourages mitigating risks amongst the teams/groups they work with/ manage. ✓ Ensures the quality of all internal/external work of own and others
Analysis and use of information
<p>LEVEL D- Analyses the external environment confidently</p> <ul style="list-style-type: none"> ✓ Generates a range of policy options and appraises them based on the internal and external evidence ✓ Develops ways of applying new knowledge and ensures lesson-learning with self and wider team ✓ Analyses the significance of external events and situations for Malaria Consortium
Interpersonal and communications
<p>LEVEL D- Communicates complex technical and/or sensitive/high risk information effectively</p> <ul style="list-style-type: none"> ✓ Communicates complex operational, technical and strategic issues clearly and credibly with widely varied audiences ✓ Uses varied communication to promote dialogue and shared understanding and consensus across a variety of audiences ✓ Influences internal and external audiences on specific issues ✓ Scans the internal and external environment for key information and messages to support communications strategies
Collaboration and partnering
<p>LEVEL C- Builds strong networks internally and participates actively in external networks and think tanks</p> <ul style="list-style-type: none"> ✓ Builds strong networks internally ✓ Participates actively in external networks and/or think tanks. ✓ Engages with relevant experts to gather and evaluate evidence ✓ Shares and implements good practice with internal and external peers
Leading and motivating people
<p>LEVEL D- Champions ownership of corporate decisions</p> <ul style="list-style-type: none"> ✓ Encourages their team to develop their individual potential continuously, creates a learning culture ✓ Demonstrates complete commitment to the achievement of the business goals, motivating others to deliver ✓ Spots, develops and promotes talent across teams whether or not in their own functional

area
Flexibility/ adaptability
<p>LEVEL D- Clarifies priorities and ensures learning from experience</p> <ul style="list-style-type: none"> ✓ Clarifies priorities when leading change ✓ Sees and shows others the benefits of strategic change. ✓ Helps colleagues/ team members to practise stress management through prioritisation of workloads and modelling of appropriate self-management and care ✓ Makes time to learn from experience and feedback, and apply the lessons to new situations
Living the values
<p>LEVEL D- Acts as a role model in promoting Malaria Consortium's values</p> <ul style="list-style-type: none"> ✓ Champions and takes ownership of corporate decisions, values and standards and ensures team members implement them in a positive manner ✓ Acts as role model internally and externally in promoting Malaria Consortium's values ✓ Is accountable for ensuring that cultural awareness is demonstrated across the area (s) they manage
Strategic planning and thinking and sector awareness
<p>LEVEL C- Keeps up to date with the internal and external environment</p> <ul style="list-style-type: none"> ✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors ✓ Looks beyond the immediate operations to prospects for new business ✓ Engages with appropriate internal and external sources to establish major influences on future plans