

## JOB DESCRIPTION

<b>Job title:</b>	<b>M&amp;E Specialist</b>	<b>Location:</b>	<b>Maputo</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of contract:</b>	<b>Indefinite</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>9</b>
<b>Travel involved:</b>	<b>40% travel within Mozambique</b>	<b>Child safeguarding level:</b>	<b>3, Slight risk</b>
<b>Reporting to:</b>	<b>Epidemiologist</b>	<b>Direct reports:</b>	<b>N/A</b>

### 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

Malaria Consortium began working in Mozambique in 2005, supporting the development of distribution systems for long lasting insecticidal nets in the country.

Our work grew from there to focus on public health communications that sought to increase malaria awareness and preventive behaviours, particularly among school children and teachers. Using malaria as an entry point, we expanded into integrated community health projects that focused on diagnosing and treating the most common childhood illnesses – mainly malaria, pneumonia and diarrhoea. Throughout, we have consistently strived to integrate our work into government-led health programmes and ensure sustainability.

Malaria Consortium Mozambique has 4 operating offices, located in Maputo (Head Office), Inhambane, Nampula and Niassa, with allocated projects. These projects range from national level policy support to direct implementation of control programmes for malaria, tuberculosis, diarrhoea diseases and neglected tropical diseases.

### **Job purpose**

The M&E Specialist will put in place data quality assurance processes to ensure the timeliness of data entry and analysis as well as monitor the project indicators.

### **Scope of work**

The M&E Specialist will coordinate the implementation of the project plans and will develop a results framework for the project. The M&E Specialist will also provide technical support to and build capacity of project teams to ensure quality data is collected and entered and also contribute to Malaria Consortium's knowledge management activities through participation in M&E working groups.

### **Key working relationships**

The M&E Specialist will report to the Epidemiologist and will also collaborate with the Surveillance Technical Coordinator and Chief of party.

### **Key accountabilities (per cent of time spent on each area) – 100%**

- Lead on ensuring data quality and validation of the overall project's M&E environment and oversee all aspects of the performance measurement support for the project.
- Develop/update tools such as standard operating procedures, guidelines and other reference documents for M&E to ensure harmonized data collection systems, whenever needed.
- Work with country teams to review and monitor project-based M&E plans and indicators to track results.
- Conduct data verification and quality control exercises of project data, including data entered into iMISS in project implementation provinces, and lead on improvements of data quality.
- Ensure that all project staff has a clear understanding of the M&E plan including definitions.
- Provide training and coaching to project team/s on results framework and implementation of the M&E plan
- Write monthly reports on project indicators performance (desegregated by package and provinces) and update both DQA dashboard and project indicators dashboard and provide feedback to the teams.
- Contribute to strategic discussions on the project and its continuation opportunities.
- Ensure that the project data are reported in to PRoS and relevant dashboards are created and for reporting and data-informed decision-making including training on PRoS to project team/s.

### **Person specification**

#### **Qualifications and experience:**

##### ***Essential:***

- Postgraduate Degree in public health or a related field
- Experience in survey design and implementation, development of data bases and analysis and write up of survey results.
- Experience of working closely with Ministries of Health and other stakeholders

##### ***Desirable:***

- Experience of working with surveillance and response systems in relation to communicable diseases control and/or elimination

### Work-based skills:

#### Essential:

- A solid understanding of health systems strengthening, especially on HMIS and other databases (with a focus on malaria surveillance and response)
- Demonstrated skills in data management and quantitative data analysis
- Excellent problem solving, planning and organizing skills
- Ability to work under pressure to meet deadlines
- Able to work effectively as part of a diverse team
- Working knowledge of English language, written and spoken
- Excellent interpersonal, communication, presentation and negotiation skills

#### Desirable:

- Advanced statistical skills
- Skills in qualitative research

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL C - Supports others to achieve results</b> <ul style="list-style-type: none"> <li>✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.</li> <li>✓ Supports others to plan and deliver results</li> <li>✓ Supports others to manage and cope with setbacks</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL C - Works confidently with complex data to support work</b> <ul style="list-style-type: none"> <li>✓ Interprets complex written information</li> <li>✓ Works confidently with data before making decisions: for example; interpreting trends, issues and risks</li> <li>✓ Acquainted with the validity, relevance and limitations of different sources of evidence</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL C - Adapts communications effectively</b> <ul style="list-style-type: none"> <li>✓ Tailors communication (content, style and medium) to diverse audiences</li> <li>✓ Communicates equally effectively at all organisational levels</li> <li>✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations</li> <li>✓ Resolves intra-team and inter-team conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL B - Builds strong networks internally and participates actively in external networks and think tanks</b> <ul style="list-style-type: none"> <li>✓ Builds strong networks internally</li> <li>✓ Participates actively in external networks and/or think tanks.</li> <li>✓ Engages with relevant experts to gather and evaluate evidence</li> <li>✓ Shares and implements good practice with internal and external peers</li> </ul>
<b>Leading and motivating people</b>
<b>Level B - Manages own development and seeks opportunities</b>

- ✓ Actively manages own development and performance positively
- ✓ Learns lessons from successes and failures
- ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise
- ✓ Identifies mistakes and takes positive steps to improve

#### **Flexibility/ adaptability**

##### **LEVEL C - Supports others to cope with pressure**

- ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same
- ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations
- ✓ Sets realistic deadlines and goals for self or team

#### **Living the values**

##### **LEVEL B - Promotes Malaria Consortium values amongst peers**

- ✓ Shows a readiness to promote Malaria Consortium's values amongst peers
- ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values

#### **Strategic planning and thinking and sector awareness**

##### **LEVEL B - Is aware of others' activities and vice versa in planning activities**

- ✓ Takes account of team members and others' workloads when planning.
- ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs
- ✓ Has a good understanding of the sector in which Malaria Consortium works