

JOB DESCRIPTION

This position is contingent on funding from the donor.

Job title:	Surveillance, Monitoring and Evaluation Director	Location:	Maputo, Mozambique
Department:	Technical	Length of contract:	Fixed Term
Role type:	Global	Grade:	10
Travel involved:	Up to 50% in country	Child safeguarding level:	4
Reporting to:	Chief of Party	Direct reports:	M&E officers

Organizational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organizations specializing 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 organizations, 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
- social behaviour change
- national and international advocacy and policy development

Job Profile

Malaria Consortium is seeking candidates for the Surveillance, Monitoring and Evaluation Director position in the anticipated five-year USAID Malaria Capacity Strengthening Activity (MCAPS). The program will support the Government of Mozambique in achieving malaria control and elimination. The role is anticipated to be one of the key personnel and will be responsible for supporting the Senior Technical Advisor and will work closely with the Chief of Party to successfully deliver an integrated and coordinated portfolio of program monitoring and evaluation (M&E) in support of project goals and objectives.

Scope of work

The post holder will work closely with the Senior Technical Advisor to ensure that surveillance systems and M&E systems are robust and high quality to support case-based surveillance and timely response and are aligned with the national health information system.

Key working relationships

Internally, the Chief of Party, the senior technical and management team, the M&E team, the East and Southern Africa Programmes Director, the Country Director and the Country Technical Coordinator.

Key accountabilities

Surveillance leadership and oversight (40%)

- Ensure the successful implementation of the case-based surveillance including case investigations, foci investigations, and response activities
- Monitor weekly/monthly data reporting to ensure timely and quality data reported by health facilities and community health workers
- Ensure reliable collection, analysis, synthesis and dissemination of malaria surveillance data and maintain high quality and robust malaria database and ensure good linkages with the Sub/national HMIS
- Work with CoP and Senior malaria technical advisor to support the NMCP to coordinate and conduct joint malaria epidemic/upsurge investigations, plan of action and response
- Work with NMCP to enhance Epidemiological surveillance, alert, and response systems at various levels
- Work closely with the CoP and the Malaria Senior Technical Advisor to provide technical assistance in strengthening the capacity of the Mozambique Ministry of Health, the National Malaria Control Program and provinces in malaria surveillance, monitoring and evaluation.

M&E Technical leadership and oversight (40%)

- Oversee design of project M&E system, related tools, survey methods, and data management
- Ensure that project team engaged in any aspect of M&E activities access the necessary capacity development and support
- Foster data-to-action culture and upskilling data analytical, visualization, interpretational skills in the team
- Establish and roll out project data and service quality assurance mechanisms and provide relevant training
- Participate and collaborate on Surveillance, monitoring and evaluation technical working groups at NMCP
- Work collaboratively with implementing partners to ensure partner organizations produce high quality data reports, in line with the project and the national malaria HMIS requirements

Collaborating, Learning, and Adapting (CLA) (10%)

- Conduct process, outcome and impact level assessments/evaluations to actively harness the expertise in the areas of surveillance to maximize integration of learning from other contexts to the design of activities
- Lead the cross-partner learning initiatives and facilitate the knowledge transfer/cross-pollination

- Provide support in advocacy and communication efforts relevant to the Malaria project
- Document program achievements and proactively have these shared through various channels such as written program updates, learning papers and peer-reviewed journals.

Operational, HR and Logistics Management (10%)

- Line manage a team of M&E technical officers to ensure effective delivery of their job descriptions and manage their performance into a high performing team
- Oversee management of medium to long-term consultants as agreed by the Chief of Party
- Represent the program in relevant workshops or conferences as agreed with the Chief of Party

Person Specifications

Qualifications and Experience

Essential

- Postgraduate degree in public health, epidemiology, bio-statistics or related social science discipline
- Extensive experience working in public health in developing countries within government, an international organization or research institution
- Previous experience working in a senior management role
- Direct prior experience in the management of project M&E systems
- Proficient in the development of data entry programmes and in using statistical analysis software (EpiInfo, EpiData, Excel, Access, Stata) and experience in survey design and implementation
- Excellent communications and presentation skills and proficient in word-processing and data management and analytical software

Desirable

- Significant experience in project management including, but not limited to any formal training in project design, management, monitoring and evaluation.
- Proven experience with performance improvement initiatives within national institutions and local organizations, especially in malaria surveillance and malaria M&E in low and middle-income setting.
- Experience of designing or project managing the design of IT platforms to support disease surveillance.
- Proficient in DHIS-2 or any other web-based information system.
- Experience in eHealth/mHealth
- Experience in operational research.
- Experience in stakeholder mapping, analysis and engagement.

Work-based skills

Essential

- Strategic thinker with prior experience in design of M&E systems and processes
- Knowledge of monitoring and evaluation practice and methods through training and job experience.

- Strong quantitative and analytical skills; verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Strong negotiation and problem-solving skills
- Ability to communicate effectively with a variety of audiences including key decision-makers
- Excellent networking and partnership development skills.
- Excellent English writing, reporting and presentation skills.
- Excellent Portuguese writing, reporting and presentation skills.
- Good communication skills with a variety of audiences inside and outside the organization.
- Ability to manage and prioritise high workload and multiple tasks in a fast-paced environment with tight deadlines
- Able to delegate efficiently and technically support teams.
- Excellent interpersonal and time management skills.

Desirable

- Strong skills in negotiating with and engaging Ministry of Health and at all levels of the health system.
- Ability to manage and inspire high performing teams
- Familiar with US Government policies and regulations
- Direct experience providing supportive supervision

Core competencies:
Delivering results
LEVEL D - Inspires the wider organisation to deliver over and beyond.
<ul style="list-style-type: none"> ✓ Focuses on achievement of corporate objectives inspiring the wider organisation to do the same ✓ Acts as a role model in managing organisation-wide decisions and risks ensuring these are well communicated
Analysis and use of information
LEVEL D - Analyses the external environment confidently
<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
LEVEL D - Communicates complex technical and/or sensitive/high risk information effectively
<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
LEVEL C- Builds strong networks internally and participates actively in external networks and think tanks
<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

LEVEL C - Effectively leads and motivates others or direct reports.

- ✓ Gives regular, timely and appropriate feedback,
- ✓ Acknowledges good performance and deals with issues concerning poor performance
- ✓ Carries out staff assessment and development activities conscientiously and effectively
- ✓ Develops the skills and competences of others through the development and application of skills
- ✓ Coaches and supports team members when they have difficulties

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 D - Acts as a role model in promoting Malaria Consortium's values

- ✓ 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

LEVEL C - Keeps up to date with the internal and external environment

- ✓ 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