

JOB DESCRIPTION

Job title:	Country MEL Manager	Location:	Abuja, Nigeria
Department:	Technical	Length of contract:	2 years
Role type:	National	Grade:	10
Travel involved:	40% in-country	Child safeguarding level:	2, moderate risk
Reporting to:	Senior Country Technical Coordinator	Indirect reports:	Project M&E Leads

Organisational background

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

Job purpose

The post holder shall take leadership in development and oversight for a country MEL system which includes design, coordination, database management, data analysis and interpretation, quality assurance and quality improvement. The post holder will be responsible for managing PReS and reporting on the organizational Strategic objectives as well as providing MEL technical oversight for all programmes and projects in the Nigeria Office portfolio.

Scope of work

The position holder will lead the development and institutionalization of a country MEL framework and support project MEAL Specialists to ensure all core MEL requirements (e.g. log frame, M&E Plan) are in place at the start of each project. He/she will be responsible for generating quarterly bulletins from PReS, summarizing project-specific progress (against targets) as well as reporting overall country progress against global strategic objectives. S/he will also provide technical support to and build capacity of project MEAL Specialists to ensure data quality as well as guide the harmonization of MEL approaches across the country portfolio. The position holder shall also contribute to Malaria Consortium's knowledge management activities through participation in MEL working groups and communities of practice; provide expert technical inputs in data management, analysis, interpretation of findings and writing of progress and scientific reports.

Key relationships

- The Country MEL Manager will report to the SCTC and work closely with other members of the CO technical and management teams.
- Project MEAL Specialists/Managers will have dotted lines to this role to determine MEL needs, develop support plans and build their capacity
- Others include Malaria Consortium Global M&E, Research and business development teams.

Key accountabilities

1. Strategic contributions (30%)

- Identify and implement approaches and methodologies to strengthen internal MEAL capacity

- Champion the tracking and reporting of country office progress against strategic objectives and targets on Malaria Consortium's Projects Results System (PRoS) and be the country focal point for PRoS
- Serve as the country focal point for data integrity and other national data compliance regulations
- Lead the development and improvements in value-for-money approach, as well as the regular use of the information for project management
- Lead quality improvement and quality assurance processes for country projects and programmes MEL frameworks.
- Work closely with the National Malaria Elimination Programme and other relevant counterparts in the FMOH to ensure that the country MEL system is compliant with government data ownership and management issues
- Lead the writing or the review of the MEL sections in technical proposals

2. M&E Technical leadership and oversight (50%)

- Work with the senior CTC to provide technical support to Malaria Consortium portfolio of projects in the area of design, implementation and interpretation of MEL frameworks.
- Support the projects in the development of M&E plans and standard operating procedures for project M&E
- Contribute to the design of data collection tools and database systems for the entry, storage and retrieval of epidemiological data
- Provide technical guidance for monitoring of data quality and supervision activities for projects
- Work with SCTC and project MEAL leads to provide capacity building for relevant technical staff across the portfolio of projects in the area of monitoring and evaluation, and learning to strengthen the adaptive management capabilities of the country team
- The post holder should provide technical assistance to projects in terms of MEL, working closely with the organizational M&E team
- Develop relevant databases and ensure they are maintained and comply with organizational policies and standards as well as host the project portfolio and support donor reporting and reporting into PRoS
- Provide technical assistance in the analysis and interpretation of results from surveys conducted and surveillance systems
- Act as one of the M&E CoP core member and ensure participation and engagement with the monthly M&E CoP calls
- Foster data-to-action culture and upskilling data analytical, visualization, interpretational skills among the project team.

3. Learning and Knowledge Management (20%)

- Lead cross-project learning initiatives and facilitate the knowledge transfer/cross-pollination
- Document cross-project/programme achievements and proactively share through various channels such as written country program updates, learning papers and peer-reviewed journals.
- Contribute to Malaria Consortium cross project knowledge management content and strategy at national, regional and global levels
- Contribute to on-going cross project operational research and preparation of dissemination products across the portfolio of projects

- Represent MC in relevant malaria technical sub-committees, relevant workshops, conferences and other meetings, as agreed with senior CTC.

PERSON SPECIFICATION

Qualifications and experience

Essential:

- A post-graduate degree in statistics, epidemiology or similar.
- Extensive post-qualification experience at professional level
- Extensive experience in project/ programme monitoring and evaluation and learning
- Research experience in malaria epidemiology and control.
- Field experience in communicable disease control in a Sub-Saharan African country.
- Experience in design, implementation and analysis of household surveys.
- Advanced knowledge of statistical and data management software, especially Stata, SPSS, CSpro and EpiData.
- Experience in qualitative study design, data collection methods and data analysis using relevant data analysis software like AtlasTi, Nvivo etc.

Desirable:

- Knowledge of mathematical modelling of infectious diseases.
- Familiar with the Nigeria Health system

Work-based skills

Essential:

- Excellent written and oral communication skills.
- Ability to prepare reports using results data
- Ability to develop lessons learning outputs from programmatic results
- Working knowledge of DHIS2
- Advanced skills in the use of Microsoft Office software.
- Advanced statistical analytical skills

Desirable:

- Skills in database programming for field surveys, especially using PDAs.
- Demonstrable skills in manuscript writing for peer-reviewed journals
- Skills in GIS mapping

Core competencies:

Delivering results

LEVEL C – Supports others to achieve results

- ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding

- alternative ways to reach goals or targets
- ✓ Supports others to plan and deliver results
- ✓ Supports others to manage and cope with setbacks

Analysis and use of information

LEVEL C - Works confidently with complex data to support work

- ✓ Interprets complex written information
- ✓ Works confidently with data before making decisions, for example; interpreting trends, issues and risks
- ✓ Acquainted with the validity, relevance and limitations of different sources of evidence

Interpersonal and communications

LEVEL C - Adapts communications effectively

- ✓ Tailors communication (content, style and medium) to diverse audiences
- ✓ Communicates equally effectively at all organisational levels
- ✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations
- ✓ Resolves intra-team and inter-team conflicts effectively

Collaboration and partnering

LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks

- ✓ 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
- ✓ Develop the skills and competence 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 Clarifies priorities and ensures learning from experience

- ✓ 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 C - Supports others to live Malaria Consortium's values

- ✓ Demonstrates personal integrity by using role position responsibly and fairly
- ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences

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