

## JOB DESCRIPTION

<b>Job title:</b>	<b>Monitoring and Results Measurement Manager</b>	<b>Location:</b>	<b>London, UK</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of contract:</b>	<b>Two years</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>Up to 30%</b>	<b>Child safeguarding level:</b>	<b>4</b>
<b>Reporting to:</b>	<b>Head of Surveillance Monitoring and Evaluation</b>	<b>Direct reports:</b>	<b>Epidemiologist Results Measurement Analyst</b>
<b>Indirect manager</b>	<b>None</b>	<b>Indirect reports:</b>	<b>None</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

The Global Monitoring and Evaluation team leads the M&E Community of Practice at Malaria Consortium and ensures the quality and effectiveness of surveillance, monitoring and evaluation (SME) activities through leadership and guidance in: (i) quality assurance, (ii) technical support, and (iii) capacity building. In addition, the Global M&E leaders team maintain the organisation's Project

and Results (PReS) database, monitor project M&E key performance indicators as well as Strategic Objective Indicators at the organisation level.

## Job purpose

The key purpose of this role is to lead on the improvement and rollout of the existing global Project and Results database (PReS+), as well as to embed MEAL processes within the organisations project cycle management processes and tools. The position holder will ensure that PReS+ systems are in place and properly set up for every project in alignment with the organisational M&E frameworks and guidelines. He/she will be responsible for ensuring all core M&E requirements are in place at the start of each project (e.g. log frame, M&E Plan) and will set up specific PReS+ entries for each new project. The jobholder will liaise with Malaria Consortium country offices to ensure accurate, thorough, and useful monitoring and reporting of project activities and impacts. In addition, the position holder will be responsible for training country M&E staff, project managers and country technical coordinators on PReS+ management and reporting processes to ensure adequate use of the project results database. He/she will be responsible for generating quarterly bulletins for each country summarising project-specific progress (against targets) as well as overall progress of strategic objectives.

## Scope of work

The Monitoring and Results Measurement Manager will report in to the Head of Surveillance, Monitoring and Evaluation and will be responsible for leading activities under the global Project and Results database (PReS+) liaising with country level teams as well as other key departments. The PReS+ system will be required to generate the right information for monitoring strategic and other key performance indicators. He/She will work with the Head of Surveillance, Monitoring and Evaluation to ensure that Global M&E activities are well planned and carried out so that technical oversight and support is provided to projects in a timely manner. The position holder will oversee a small team of M&E specialists based in the UK office.

## Key working relationships

### Internal

- Head of Surveillance, Monitoring and Evaluation
- Heads of Technical Regions
- Global Operations Manager
- Members of the Global M&E Leaders team
- Country Technical Coordinators and country level project staff
- Regional Programme Managers

### External

- Members of global and regional technical working groups, as relevant and required

## Key accountabilities (percent of time spent on each area)

### Project and Results database (PReS) and process management (40%)

- Designs user friendly reports and dashboards of all indicators and data being collected in PReS;
- Serve as PReS+ manager and team and focal point for PReS+ roll out, implementation and capacity building at regional and country level, Identifies opportunities for further development of PReS in line with organisational demands

- Manage relationship with software service provider, including regular progress updates.
- Be responsible for maintaining the PReS+ documents and reports up to date on the intranet and send out notifications of documents posted
- Review and sign off core M&E documents during start-up phase of each project (M&E log frames and M&E plans)

#### **Strategic contributions and business development (10%)**

- Sit as a core member in Malaria Consortium's M&E Community of Practice and support strategic initiatives and business development efforts
- Contribute to the formulation and implementation of the Malaria Consortium Strategy and ensure monitoring of Strategic Objective indicators, by updating and monitoring the M&E component of the organisation risk register and ensure Key M&E performance indicators are effectively monitored through PReS+

#### **Effective data collection, verification and monitoring (30%)**

- Provide support to PReS super-users filling in gaps in projects, project information, or uploading their results
- Ensure all new projects are setup on PReS+ and provide guidance and support on the set-up , and data collection processes
- Lead the reporting requirements related to Projects Results and Evidence, undertaking quality control and final editing for all plans/reports, ensuring that professional standards are adhered to and deadlines are met

#### **Technical contributions (15%)**

- Provide technical support in other aspects of results measurement such as routine data collection, M&E plans and log frames
- Document processes and collection of M&E and PReS specific implementation tools of programme/projects; and participate in the development and maintenance of a system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for major activities taken;
- Introduce forums within Malaria Consortium's structures (e.g. Communities of Practice and Business Areas) to discuss and support quality programming and accountability standards.
- Line and dotted-line manage a small team and their performance management

#### **Communication and advocacy (5%)**

- Support documentation of experiences and lessons learnt from the organisation's work including production of advocacy, learning briefs, learning papers and general documentation
- Support Technical staff professional development and capacity building at country level (where applicable)

### **Person specification**

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

##### **Essential:**

- Bachelor's degree in Computer Science, Information Technology, or related field
- Demonstrable experience in programme monitoring and results measurement with ability to write log frames, translate log frames into project monitoring practice (i.e. through the development of tools and practice) and manage oversight processes
- Extensive experience of DHIS2 and/or other data management platforms

**Desirable:**

- Significant knowledge in monitoring and evaluation, statistics, international development and public health.
- Experience developing capacity among project team colleagues and, where relevant, external stakeholders, to play an effective role in the Projects and Results database.

**Work-based skills:**

**Essential:**

- Ability to manage large, complex pieces of work with multiple stakeholders and to produce key deliverables on time.
- Good skills in data analyses (preferably using Stata)
- Comfortable producing analytical reports for a wide range of audiences.
- Competent in the development and use of Project results databases such as SQL server or DHIS2
- Ability to create reports and dashboards using visualisation tools such as PowerBI, Tableau or DHIS2
- Excellent writing and presentation skills
- Management and mentoring skills with respect to junior staff
- Ability to work effectively in a culturally diverse team
- Ability to work independently with little support
- Able to provide remote technical support to teams not based in the same location

**Desirable:**

- Competent in working with Excel dashboards and reports
- Familiar with GIS software and geospatial analysis
- Able to manage high performing teams

## 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 other's 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
- ✓ 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 other to cope with pressure

- ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and support 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 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 - Takes a helicopter view and anticipates the future**

- ✓ Demonstrates an ability to step back from operational issues and see things holistically (helicopter vision)
- ✓ Anticipates how actions will impact other teams and negotiates to reach mutually acceptable solutions
- ✓ Demonstrates how complex strategic issues can be broken down into simple discrete steps