

JOB DESCRIPTION

Job title:	Senior M&E Officer	Location:	Sokoto, Zamfara, Katsina / Jigawa
Department:	Technical	Length of contract:	3 years
Role type:	National	Grade:	8
Travel involved:	In-country	Child safeguarding level:	Non Focal Point
Reporting to:	State Coordinator	Direct reports:	None
Dotted Line Manager	M&E Manager, Abuja		

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 Nigeria Country Office with office in Abuja, started operations in 2008, through the DFID/UKaid funded Support to National Malaria Programme, SuNMaP (2008 – 2016). The office had presence in 23 states of the country and has managed at various times, about 15 programmes and projects. It follows the mandate of the parent organization in Nigeria and has been working specifically in the following areas:

- Malaria control/elimination;
- Integrated community case management (iCCM) for malaria, pneumonia and diarrhoea;
- Nutrition; and
- Neglected tropical diseases (NTDs).

Malaria Consortium has recently received grant from the Good Ventures to implement SMC in three West African countries including Nigeria. In Nigeria, malaria consortium has decided to

use the fund to continue SMC implementation in the 4 states it has been supporting since 2013 with UNITAID (Sokoto and Zamfara), DFID (Katsina and Jigawa) and BMSMC (Katsina) funds.

Under this new funding and any anticipated additional funding, all malaria consortium SMC activities in county will be consolidated into a single project and managed by senior project manager who will report to the country programme manager. A state coordinator will head each of the state.

Job purpose

The M&E Officer will serve as the main focal person for all Research, MEAL (Monitoring, Evaluation, Accountability and Learning) activity which include data validation, DQA, coordination meetings, capacity building in data quality and supportive supervisory visit to strengthen health management information system in SMC project in the state. S/he will assist and report to the state project manager / State technical officer regarding the monitoring and evaluation of project activities.

Scope of work

The incumbent will work as part of the project team under the direct supervision and guidance of the state coordinator (Sokoto, Zamfara and Jigawa / Katsina states) and indirectly through the SMC project manager for the attainment of the project goal.

Key working relationships

The officer working under the line-management of the State Coordinator and in close collaboration with the state, LGA, community actors, stakeholders and partners would deliver aspects of the project as per the specified job tasks and expected deliverables.

Key accountabilities (percent of time spent on each area)

Technical contributions 50%

- Plan and implement M&E activities related to ACCESS SMC in the approved work plan under the guidance of the Project Manager
- Serve as the focal person for all monitoring and evaluation related work for the project within the state.
- Ensure high quality data are available on a regular and timely basis for programmatic decision making
- Manage the information-gathering process for results and performance reports, in addition to other briefings, summaries, papers, presentations, etc. for various audiences as needed. (I suggest 'manage the data collection and management processes before, during and after each round of mass SMC drug administration, including sentinel site monitoring)
- Coordinate the documentation of ACCESS SMC activities in form of reports and ensure proper archiving of such for easy access and reference
- Assist program and project manager to develop robust monitoring plans for quantitative and qualitative reporting on project performance indicators.

- Adapt and maintain a high quality database for the project in line with the regional standards.
- Contribute to work plans, sub agreements, budgets, pipelines, technical reports, and deliverables.
- Routinely monitor project performance against targets and prepare periodic reports on M&E activities for ACCESS SMC Project.
- Participate in project assessments, evaluations and design including development of survey protocols

Program Management (10%)

- Support SMOH staff with coordinating program management activities, by ensuring that the recommended coordination meetings hold at the LGA and state levels.
- Work with the state and LGA Ministry of Health staff to ensure that reports are obtained from all health facilities within the state through appropriate state-specific mechanisms.
- Participate in regular monitoring and supervisory visits to the GF-supported health facilities, and ensure that action plans are developed for identified gaps.
- Support health facilities with ensuring that all items in the action plans are addressed and all outstanding gaps are closed.

Accountability (10%)

- Support programming staff to engage key populations in monitoring and evaluating program's performance and to incorporate participatory methods into M&E systems in Nigeria.
- Orient program staff and partners on the basic principles and practices of beneficiary accountability in Nigeria.
- Support the development and implementation of feedback and response channels to reflect the preferences of community members and beneficiaries.
- Ensure that beneficiary feedback is adequately documented, addressed, analyzed, and utilized by program teams.

Knowledge Management and Learning (20%)

- Ensure that state M&E and program teams regularly review and accordingly adjust M&E plans and tools in the light of changes and needs in the field context based on monitoring data and reflection sessions.
- Support learning-to-action events and reflection sessions to systematically analyze data for programmatic use for the state, and to document and incorporate lessons learned into program design and implementation.
- Conduct regular data review and analysis for feedback to states for program improvement, and for updates to national level (MC and government).

- Support program staff in key activities including development of a learning agenda, organizing regular learning events, supporting operations research, and reflecting, documentation, and communication of learning initiatives.
- Support knowledge management systems and practices to gather, document and share best practices with project team, MC country office, government and technical partners. Collaborate with M&E and program staff to develop learning briefs, project bulletins and other materials for dissemination.
- Promote adoption of the best practices in knowledge management by other project staff and government partners.

Representation (10%):

- Liaise with technical counterparts in the State Ministry of Health, and other local stakeholders engaged in malaria activities in Nigeria.
- Participate in events/ meetings related to Monitoring, Evaluation and research, including quarterly Principal Recipient and Sub-recipients quarterly review meetings.
- Actively participate in the M&E Community of Practice and government M&E staff.

Person specification

Qualifications and experience:

Essential:

Degree in statistics, demography, mathematics or any other relevant quantitative relevant discipline

Demonstrable contextual knowledge of local issues, community priorities, social and cultural constraints and realities related to community assessment, project design, evaluation and implementation

Cognate experience in monitoring and evaluation of community-based interventions is highly desirable

Experience in managing HMIS and CLMS as well as familiarity with Nigerian public sector health systems will be added advantages.

Experience in survey design and implementation, development of data bases and analysis and write up of survey results

Demonstrated skills in data management and quantitative data analysis

Desirable:

Fluency in written and spoken English

Work-based skills and competencies:

Essential:

A solid understanding of health systems strengthening

Proficiency in database management especially DHIS; Excel, Word, PowerPoint and demonstrable experience with statistical software packages (Stata, SPSS, Epi Info)

Strong analytical skills and experience interpreting a strategic vision into an operational model

Proven writing, communication and presentation skills in English

A collaborative and flexible style, with a strong service mentality

Facilitation and coordination skills

The ideal candidate must be attentive to detail, highly organised, flexible and self-motivated with excellent communication skills in written and oral communication
He/she must clearly display the ability to effectively prioritise and perform tasks to meet tight deadlines

Desirable:

- Skills in qualitative research

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 B - Collaborates effectively across teams

- ✓ Proactive in providing and seeking support from expert colleagues
- ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution
- ✓ Proactive in building a rapport with a diverse range of people

Leading and motivating people

LEVEL B – Manages own development and seeks opportunities

- ✓ Manages own development and performance positively.
- ✓ Learns lessons from successes and failures.
- ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise.

Flexibility/ adaptability

LEVEL B - Remains professional under external pressure

- ✓ Able to adapt to changing situations effortlessly
- ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments
- ✓ Plans, prioritises and performs tasks well under pressure
- ✓ Learns from own successes / mistakes

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