

Job Announcement: Monitoring and Evaluation Specialist

About EMPHNET

The Eastern Mediterranean Public Health Network (EMPHNET) is a non-profit organization that was established in 2009 with the goal of improving health status in the Eastern Mediterranean Region (EMR). It builds national and regional capacities in several priority public health areas, such as outbreak investigation, disease surveillance, rapid response, International Health Regulations (IHR) implementation and more. Its main areas of focus include applied epidemiology and research, non-communicable disease, communicable disease, and health security.

Over the years, EMPHNET managed to create a momentum for strengthening public health systems in the EMR by providing technical support, capacity building and research. EMPHNET collaborates with associations, institutions, networks and organizations that hold similar views. Its efforts grew by building a network of expertise, which it sees as one of its strongest attribute for meeting public health needs in the region. EMPHNET supports and promotes innovative approaches in meeting the various public health challenges in the region. In addition, EMPHNET is guided by its commitment to change and acknowledges knowledge sharing as an ongoing process.

Job Purpose:

The Monitoring and Evaluation (M&E) Specialist will be reporting to the Executive Director and working within the Executive Director's office. S/he will be responsible for maintaining and improving M&E and performance management systems. His/her responsibilities will also include auditing performance of departments, divisions and individuals and conducting internal audits on business processes and SOP's. His/ her job is to also improve compliance with policies and procedures, improve performance of projects, processes, people, and to increase auditing coverage.

Responsibilities:

- Establish performance measures for projects, processes and people
- Collect performance data and information
- Analyze performance data and information
- Prepare recommendations to improve performance and compliance
- Report findings to Executive Director and Management Team
- Plan and manage evaluations

- Encourage the use of performance information in resource allocation decisions by the Executive Director, and Management team through leading discussions, preparing analysis or other measures.
- Assist management in using the performance reports for decision-making and resource allocation.
- Advise Management team on designing and planning for evaluations, special studies and assessments.
- Coordinate the review of programs, projects, processes and procedures.
- Design and conduct workshops on M&E, special studies and assessments.
- Provide input into the design, implementation and dissemination of M&E, special studies and assessments.
- Coordinate the creation of Performance Monitoring Plans including assessing the validity of the information and indicators that contribute to that plan.
- Assist the project teams to select data collection methods for adequate monitoring and evaluation of implementing performance of the projects (i.e., field visits, quarterly reports, specialized surveys and other sources of information and statistics).
- Assist the project teams in reviewing data collection methods and making improvements to their monitoring and evaluation.
- Coordinate the regular review of progress towards achieving Objectives by Management Team through project reviews, process reviews and people performance reviews.
- Seek ways to streamline the process and increase efficiency in gathering and using performance information.
- Coordinate the process for updating policy and procedure documents in the areas of monitoring and evaluation to align with the most current policies and requirements.
- Work as a Point of Contact for M&E and provide guidance to management teams on issues related to M&E.
- Manage evaluation contracts and agreements.
- Assist in M&E of the implementation of activities; this involves reviewing work plan and quarterly reports, participating in field visits, initiating regular portfolio reviews and contributing to project evaluations.
- Conduct internal audits of programs, projects, processes and procedures to determine compliance with policies and procedures through evaluating records and documents
- Prepare audit reports documenting findings and making recommendations to be presented to the management
- Review the suitability of internal controls and investigate root causes of deviation in performance and compliance
- Establish risk-based audit programs

Job Requirements

The minimum requirements for this position are:

- A Masters' Degree in Management
- ICDL Microsoft Office Certification
- At least five years of experience in M&E and internal auditing

Required Competencies

The ideal candidate should have:

- Public health awareness
- Executive Director Office SOP's and BP's
- EMPHNET M&E system
- EMPHNET internal auditing system
- Report writing skills
- Oral and written communication skills
- M&E knowledge
- Knowledge of internal auditing
- Time management skills
- Conflict resolution abilities
- Negotiation skills
- Root cause analysis abilities
- Data management and analysis capacities

How to apply?

Interested candidates should submit a cover letter and CV to hr@globalhealthdev.org, no later than **September 16, 2018**

Only shortlisted candidates will be contacted for an interview