



NATIONAL MONITORING & EVALUATION OFFICER

The Research, Monitoring and Evaluation Officer will work under the supervision of the National TB Control Program Manager, responsible for ensuring evidence-based programming through high-quality information for TB Control efforts at all levels. Also, work with all relevant partners in the public and private sector. Set up the M&E system and ensuring it is implemented effectively linking progress and needed actions and providing timely and relevant information to all stakeholders

DUTIES AND RESPONSIBILITIES:

- Ensure appropriate monitoring and evaluation (M&E) system is in place and is functional. Periodically review and revise the system so that it is adapted appropriately to changing operating contexts.
- Support the review, development and periodic update of the TB M&E plan
- Ensure documentation, reporting, and dissemination of program achievements and lessons learned across all programs.
- Conduct data verification, collation, analysis in preparation for the compilation of TB epidemiological quarterly, annual, and ad hoc program data and reports.
- Implement data collection plan according to the NTCP M&E Plan
- Support and document on-site data verification (Onsite) and data quality audits (DQA)
- Provide on-the-job mentoring on issues related to data collection, management, analysis and data use
- Guide the development or review of TB recording and reporting tools related to M&E.
- Support program review meetings and other fora of data utilization and dissemination (Region Semi-Annual review, NaHSAR, ReHSAR, etc)
- Collaborate with MOH/SID and partner to monitor key TB, TB/HIV indicators.
- Work with the MOH/SID, M&E to integrate TB data into the HMIS M&E systems for new programmes.
- Support the design and implementation of evaluation and research studies

Minimum Requirements:

Education

- Degree in Social sciences, public health, or any other related discipline with at least five years' experience in the design, implementation, and management of health monitoring and evaluation systems.

Skills and Experience

- Five years' relevant work in M&E for health especially TB, and HIV programs



- Excellent interpersonal, written and verbal communication skills (in English)
- Excellent one to one and group communication /information presentation skills;
- Experience in training and capacity building in M&E mechanisms at various project levels
- Ability to manage conflicting priorities
- Goal-oriented with ability to work under pressure, independently and with limited supervision
- Professional competency in MS Windows, Word, Excel, Access; and at least one statistical package like SPSS, STATA, Epi-info, Power BI
- Self-motivated, with good judgment and initiative, and the ability to work with others.

Interested applicants should submit their application letter and CV by email to recruitment@ntcp.org.sz using the job applied for as the subject line, ***hard copies will not be accepted***. Applicants who do not receive correspondence from the organization within 2 weeks of the deadline may consider their application unsuccessful. N.B This is a donor-funded position ending September 2021. Deadline of submission: **11th February 2021.**

