

## **Job Title: Monitoring and Evaluation Assistant**

**Location:** Acholi Region, Northern Uganda

**Reports to:** Monitoring and Evaluation Assistant

**Contract Type:** Full-time

### **Position Overview**

The Monitoring and Evaluation Assistant will support data teams to generate and review generated data, share data and disseminates data to the Project team and the entire health facility team. The role will also double as the chairperson QI and ensures that the initiated QI projects are implemented and monitored and data generated used for decision making.

### **Key Responsibilities:**

#### **Program Implementation and Coordination**

1. Coordinate with the M&E Officer and Project Officer to implement robust M&E systems, identify and monitor key program activities to document results and attribution.
2. Collection, and reporting of district and health data to inform programming at district facility level.
3. Conduct data verification and support quality control & improvement activities among the project selected health facilities to ensure perfect synchronisation of DHIS 2 data and other quality data is collected
4. Conduct regular data verification and audit exercises to assess the quality of data reported and address any anomalies identified
5. Implement M&E activities at facility level in line with set standards as guided by M&E Officers.
6. Provide guidance and support to data clerks (at Health facilities) to ensure they are equipped to support the health facilities of allocation.
7. Track monitoring indicators of all health component activities and periodically provide data to the project team.
8. Establish and maintain a system to track availability of HMIS tools, patient files, and logistics for proper storage of patient records
9. Ensure patient registers at health facilities are updated in time for HMIS reporting
10. Provide M&E technical guidance to health facility teams on M&E aspects relating to project program areas
11. Work with District Biostatistician to strengthen community M&E systems in the district through ensuring availability of data collection tools, equipping district community teams with data collection skills and reporting in time to submit in DHIS2
12. Participate in facility Continuous Quality Improvement project, monitor progress and report on the achievements
13. Ensure proper filing of M&E documents including questionnaires, monitoring reports, datasets among others
14. With support from the M&E Officer, participate capacity building and mentorship activities for field staff in data collection and cleaning
15. Keep the M&E database up to date and help program staff prepare periodic high-quality reports
16. Submit to the M&E Officer weekly and monthly updates on M& E activities conducted in the field
17. Perform any other M&E tasks assigned by the M&E Officer or his/her supervisor

## Qualifications:

18. **Education:** Degree in statistics, economics, business administration or related field. Additional certificates in M&E would be an advantage
19. **Experience:**
  - Minimum of two (2) years of professional experience in an M&E role responsible for implementing M&E activities especially in implementing maternal and newborn health programs
  - Considerable experience in qualitative and quantitative data collection methods.
  - Experience working with district-level health systems and community-based health programs.
20. **Skills:**
  - Strong understanding of Maternal and Neonatal reporting indicators,
  - Proven ability to coordinate complex programs, manage datasets, and deliver results within deadlines.
  - Excellent communication and interpersonal skills, with the ability to work effectively in a multi-cultural environment.
  - Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and experience with data collection and analysis tools. Such include Kobo Collect, etc
21. **Language:** Fluency in English is required; knowledge of Acholi or other local languages is an asset.

## Key Competencies:

- Leadership and teamwork.
- Problem-solving and decision-making skills.
- Cultural sensitivity and adaptability.
- Strong project management and organizational skills.
- Results-oriented with a commitment to achieving impact.
- Good moderation, facilitation and training skills
- Ability to work under time pressure and meet deadlines.

## Working Conditions:

- Frequent travel within the Acholi region to monitor program activities and engage with stakeholders.
- Work may include evenings and weekends to meet project demands.