



POSTING NOTICE

Position Title:	Monitoring and Evaluation Officer
Duration of contract:	Nine months, with possible extension
Type of position:	Full time
Number of positions:	4
Date:	December 15 th , 2016
Application deadline:	December 21 st , 2016
Area of assignment:	Bong, Lofa, Margibi, or Montserrado County
Organization:	JSI Research & Training Institute, Inc.

DESCRIPTION:

Advancing Partners and Communities (APC) is looking for a Monitoring and Evaluation Officer to be based in Monrovia, Liberia. APC is a 5-year USAID-funded project implemented by the JSI Research and Training Institute (JSI) and partner FHI 360. Overall, the project seeks to advance and support community programs that improve the overall health of communities and achieve other health-related impacts, especially in relation to family planning. APC provides global leadership for community health systems and community-based programming, executes and manages small and medium-sized sub-awards, supports procurement reform by preparing awards for execution by USAID, and builds the technical capacity of organizations to implement effective programs.

In May 2016, APC received USG Ebola Transmission Prevention and Survivor Services funds for Liberia, Guinea and Sierra Leone. These funds are to be used to prevent further Ebola transmission, support clinical care, and reduce stigma and other barriers for survivors in relation to access to health care services (the Ebola Transmission Prevention and Survivor Services Program – ETP&SS).

DUTIES:

As a JSI staff member, the Monitoring and Evaluation (M&E) Officer will co-locate with an assigned county health team, under the direction of the county health officer. They will be responsible for the following:

- Assisting the M&E Director with monitoring project performance and disseminating findings internally and externally with key stakeholders;
- Implementing routine data collection exercises (e.g., baseline and end line surveys, regular performance monitoring, etc.);
- Conducting data entry for all written monitoring record systems and preparing detailed analyses of datasets developed;



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- Support the M&E Director with documentation and presentation of project results and lessons learned to the Ministry of Health, USAID, and key stakeholders;
- Mentoring other staff members to develop M&E skills where necessary;
- Other responsibilities as they arise.

MINIMUM JOB REQUIREMENTS:

- Master's degree or similar in public health, social sciences, or other relevant discipline;
- Five years working in monitoring, evaluation, and research in the public health field, with progressively increasing level of responsibility;
- Demonstrated skills in quantitative and qualitative research and analytical methods;
- Experience preparing statistical and narrative reports for internal use and for dissemination to external stakeholders;
- Excellent communication skills, including verbal, written and oral presentation skills;
- Proficient in Microsoft Office applications, advanced Excel skills preferred;
- Familiarity with mobile data collection;
- Knowledge and experience with the INGO/NGO/FBO community in Liberia;
- Willingness to take on any task assigned;
- Ability to travel within country as needed.

REPORTS TO: Monitoring and Evaluation Advisor

The position will be based in one of four target counties: Bong, Lofa, Margibi, or Montserrado. Qualified candidates should submit a soft copy of their CV to: jwilliams@lr.jsi.com

Please state the position that you are applying for in the subject line: **M&E Officer**
Application deadline is **Monday, December 21st by 12:00 noon GMT.**

Please note that **ONLY** shortlisted candidates will be contacted for interviews so please do not follow up via email unless contacted by JSI.



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