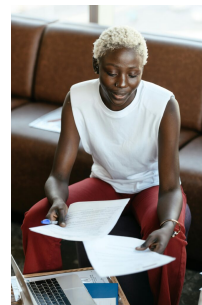


Monitoring and Evaluation Officers (02)

P.O Box: 3659, Douala
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Phone : +237.691754425
Web : www.ghsscm.org



Job Summary

Vacancy : 1

Deadline : Dec 26, 2024

Published : Dec 12, 2024

Employment Status : Full Time

Experience : 1 - <3 Years

Salary : The salary for this position is very competitive, attractive and negotiable

Gender : Any

Career Level : Mid Level

Qualification : BS

Job Description

Global Health Systems Solutions (GHSS) is a non-governmental and not for profit organization dedicated to seeking innovative solutions to strengthen health systems in developing countries for effective service delivery and surveillance of infectious, non-infectious, and neglected tropical diseases. We focus on three key areas: improve laboratory systems and services critical for disease management, surveillance, and prevention; enhance field surveillance and epidemiological training for relevant animal and human health to mitigate threats posed by diseases; and improve service delivery at all health levels. Our major collaborators include Ministries of Health, World Health Organization (WHO), United States Centers for Disease Control and Prevention, Africa Centers for Disease Control, Mastercard Foundation, and several bilateral organizations.

Purpose of the Role

To strengthen its operational capacities for the implementation of phase II of the “Saving Lives and Livelihoods” program, GHSS is currently seeking outstanding, qualified, and experienced Monitoring and Evaluation officers for the vaccination program.

Primary duties and responsibilities

Under the guidance and supervision of the Lead M&E officer and project coordinator, the M&E Officer will work closely with the MOH, to improve the monitoring of the vaccination program. The following are the specific tasks:

- Work closely with the data manager in conducting a detailed analysis of data collected to guide interventions to improve coverage using available databases including DHIS2 whenever possible.
- Provide off-site and on-site technical support to the project team to better plan and implement the vaccination program in the regions covered by the project.
- Participate in GHSS’ internal ECHO meetings to update on the current situation
- Work closely with the MOH EPI case team and represent GHSS at various regional technical and program meetings and forums related to vaccination;
- Provide technical support for the development or adaptation of guidelines, SOPs monitoring and evaluation tools including data collection and management tools;
- Provide technical support in organizing training of trainers as may be required;
- Perform any other vaccination-related activities as requested by the project coordinator;
- Develop M&E tools and project indicators;
- Oversee the design and implementation of data gathering/management computer systems and software;
- Oversee the collection of all data on GHSS projects and keep them safely;
- Oversee analysis of all data from GHSS projects and the presentation in a standard reportable format;
- Prepare monitoring and evaluation tools and guide their implementation;
- Use project statistics to make forecasts and provide projected figures;
- Provide advice on project design in relation to statistics;
- Design data acquisition trials;
- Conduct project impact assessments and present reports;
- Participate in preparing seminar materials and templates for GHSS reports, and newsletters with the best skills and attention;
- Develop statistical mechanism for choosing project locations and participants;
- Develop, implement, and manage a performance management plan for the project, including the development of performance monitoring criteria (should capture both direct and indirect outcomes, and control for other potential variables in statistical analysis);
- Develop and follow up quantitative and qualitative indicators with special attention paid to data sources, collection methods, data quality assessment, and research design;
- Recognize and resolve potential problems and evaluate project program effectiveness;
- Prepare project reports for management, donors/funders and other assignments using a format and any other program or software being used by employer;
- Supervise junior technical staff on monitoring and evaluation of project performance and targets;
- Participate in the development of manuscripts from project data;
- Conducts research and writes reports and articles;
- Network with local, state and national agencies for future program development.

Submission of Application: Complete application files comprising an application, a motivation letter, curriculum vitae and copies of the required academic qualifications should be submitted online via recruitment@ghssc.org.

Deadline for submission of application: December 26, 2024

• We strongly welcome early applications. Consideration will be given to candidates who submitted a complete application file and on time.

• Only selected candidates will be contacted for interviews.

• If you have not been contacted fifteen (15) days after closing, consider your application unsuccessful.

Education & Experience

- Master's degree preferably in Monitoring & Evaluation, Public Health, Statistics, Social science, Management information systems, Public administration, Development Studies, Economics or other relevant fields;
- Formal qualifications in Monitoring and Evaluation will be a strong asset.
- Familiarity with data collection, analysis, and reporting processes.
- Prior experience of involvement in any activities related to immunization program and reporting and/or reporting is desirable;

Must Have

- Strong ability to establish priorities, work within tight timelines and multitask; - Solution-oriented and deadline-driven with strong organizational and analytical skills. - Very good IT skills, including excellent word processing capabilities and experience in using Microsoft Office programs, MS 365 programs and internet operations - Excellent writing and reporting skills. - Possess excellent communication and interpersonal skills.

Educational Requirements

BS

Compensation & Other Benefits
