



## **Title: Monitoring and Evaluation Assistants (4)**

### **Reporting to SI Officers in Each Districts**

#### **Background**

Jhpiego is an international, non-profit health organization affiliated with The Johns Hopkins University. For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families.

Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both pre-service and in-service), family planning, malaria, and IPC/WASH.

The Global Reach II project is a five-year global HRSA-funded project, which started in October 2021. It employs an iterative approach based on a country's needs, informed by clients and beneficiaries, targeting high-priority populations and low-coverage and poor-performing areas to achieve HIV epidemic control. In Sierra Leone, Global Reach II works with the government and builds local capacity to identify and implement proven solutions where they exist and develop innovative solutions to overcome persistent barriers that affect HIV services. Global Reach II will develop the capacity of the interdisciplinary health workforce to provide quality, client-centered care, ensuring that individuals will be informed and empowered to access services, receive high-quality care, adhere to treatment, and remain in care, ultimately contributing to the achievement of HIV epidemic control in Sierra Leone.

#### **Reports to: Strategic Information Officer**

Location: Freetown (2), Kambia (1), and Port Loko (1). (the position will be based at designated Health facilities and maybe required to cover a cluster of facilities)

#### **Roles & Responsibilities**

- Assist in routine data collection and entry for various project interventions implemented in the field and ensure that complete, accurate, clean, and consistent data is shared with the SI Officer for data analysis and action planning
- Participate in regular data verification and audit exercises to assess the quality of data reported and address any anomalies identified.
- With support from the SI Officer, conduct capacity building and mentorship to health facility staff on M&E.
- Ensure availability of all M/E tools in the site while coordinating with the SI officer
- Ensure all program registers are properly updated with all site-level facility HIV focal persons and other site-level staff

- Ensure M/E tools are well kept, systematically arrange for the purpose of easy retrieval of data
- Keep the M&E database up-to-date and support program staff prepare periodic high-quality reports.
- Keenly track project progress through standardized data collection tools and methodologies
- Maintain confidentiality and observe data protection and other associated guidelines.
- Support M&E officer in the compilation of monthly, quarterly, semi-annual, and annual reports through the provision of timely accurate, and updated data.
- Support program staff to engage in continuous data quality improvement and support project staff to frequently use data for program improvement.
- Performs other duties as required by the project

**Knowledge, Skills, and Experiences:**

- Experience in monitoring and evaluation/ data management of health projects
- Ability to work in a complex environment with multiple tasks, short deadlines, and intense pressure to perform
- Demonstrated understanding of Sierra Leone healthcare system
- Excellent written and oral communication and presentation skills in English
- Experience and understanding of PEPFAR-funded programs
- Qualifications:
- HND/Bachelor degree or equivalent (sciences, statistics and health related programs preferred)
- Experience in working in one or more areas of HIV programming, monitoring and evaluation, data management, or another applicable area.

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to [Mohamed.Beah@jhpiego.org](mailto:Mohamed.Beah@jhpiego.org)

Deadline for the submission of applications is 29<sup>th</sup> May, 2022. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.