Internal/External Vacancy

Jhpiego is seeking a MEAL Specialist to support management for the newly awarded USAID project expansion.

MOMENTUM Country and Global Leadership (MCGL) is part of a suite of innovative awards funded by the U.S. Agency for International Development (USAID) to holistically improve voluntary family planning (FP) and maternal and child health (MCH) in partner countries around the world. The project focuses on technical and capacity development assistance to ministries of health and other country partners to improve health outcomes.

In Sierra Leone, Jhpiego supports the Government of Sierra Leone at the national and district level in capacity building, and technical assistance to contribute towards improving maternal and newborn health. A significant area of focus for our work is accelerating and strengthening the technical and operational capacity of local healthcare workers to reduce maternal and newborn deaths and provide quality services.

The following vacant position is available for immediate filling:

Position: **MEAL Specialist (1 Position)**

Location: **Freetown, Sierra Leone**

Report To: **Senior Program Manager**

Duties and Responsibilities

- Ensuring accountability and working closely with consortium partners
- Implementing monitoring systems and designing monitoring tools
- Developing data collection tools and databases for the projects
- Familiarize with DHIS 2 and monitor project activities output and progress towards anticipated results.
- Working with data platforms and work with other software applications (SPSS, EPI, etc) in enhancing quality data visualization
- Conduct regular monitoring visits to project activities, including those implemented by partners including planning visits and spot checks.
- Work with MCGL Technical Specialists at the district level to supervise and collect data on MNH/FP and other related activities.
- Should support the team members and MCGL consortium partners in the development of critical learning events, which will provide the opportunity to examine issues that arise during activity implementation.
- The MEAL Specialist shall also provide support in ensuring the facilitation of knowledge building and knowledge sharing in close collaboration with the CKM Officer.
- Provide quality assurance through the development and implementation of a M&E operational framework.
- Contribute to writing key project documents (monthly, Quarterly, and Annual reports) for donor reporting.
- Assist in the preparation of ad hoc, monthly, quarterly and/or annual reports.
- Perform other programmatic, technical, and administrative duties when assigned.
- Support in archiving M&E guidelines, tools, data files, analysis, files,

<u>Required Qualifications:</u>

- A bachelor's degree in Statistics, Health or a related field
- Three years of work experience in monitoring and evaluation of health-related projects.
- Experience working with MOH information systems and personnel is an added benefit.
- Excellent analytical, oral and report- writing skills
- Be self-motivated, proactive and have a positive attitude to work requiring minimum supervision
- Required Knowledge: (functional or technical)
- Adequate experience in writing reports, and developing concepts.
- Computer literacy, particularly in the use of MS Office
- Good analytical, communication and report writing skills.
- Demonstrated ability to manage project activities, set priorities, and plan for the successful implementation of programs.
- Good interpersonal skills and teamwork
- Extensive knowledge of the health programs in Sierra Leone
- Extensive knowledge of MOH core function and systems
- Excellent understanding of training systems including experience with the facilitation of training
- Strong background in and knowledge of reproductive health and family planning, supervision, and quality improvement systems

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to: sl-recruitment@jhpiego.org

Kindly state in the subject area the position and location you are applying for. CVs without proper labeling will not be considered.

The deadline for the submission of applications is 10th January 2024. Given the likely high number of applications, only shortlisted candidates will be contacted.