

Programs Monitoring and Logistics Officer

Healey International Relief Foundation (HIRF) is a non-profit organization dedicated to strengthening health systems in Sierra Leone. Our programs focus on helping marginalized communities, aiming to make a meaningful impact in Sierra Leone.

Position Overview

The Program Monitoring Officer will play a crucial role in effective implementation, monitoring, and evaluation of HIRF's programs in Sierra Leone. This position requires a dynamic individual with a strong background in program management, logistics and inventory management, monitoring, evaluation, and reporting. The role involves managing and maintaining the organization's data systems to ensure efficient and accurate data management, including data from clinics and hospitals in HIRF's network.

Key Responsibilities

Program Management:

- Liaise with internal teams, partners, government agencies, and other stakeholders to ensure effective program and training planning, implementation, and coordination.
- Support the development of proposals, concept notes, work plans, budgets, and implementation timelines for new and existing programs.
- Monitor program activities to ensure adherence to project goals, objectives, and timelines.
- Identify and address challenges or gaps in program implementation.
- Attend in-person events to provide assistance and record data for program reports, and support with on-the-ground logistics needed for program implementation
- Attend all program planning meetings
- Support donor reporting requirements and maintain strong relationships with implementing partners, government stakeholders, and other key collaborators.

Warehouse and Distribution Management

- Oversee arrivals of shipments and ensure they are accurately entered into inventory.
- Oversee monthly warehouse inventory checks to maintain accuracy.
- Ensure distribution records are maintained, and inventory records are updated monthly.
- Compile monthly reports on distributions and organize dashboards to track distributions by facility and category.
- Enforce warehouse policies and recommend improvements to warehouse and inventory operations.
- Assist with completing reports for donors, tracking where distributions have been made.
- Collaborate with in-country partners to ensure complete distribution records are received.

Monitoring & Evaluation (M&E):

- Implement robust M&E frameworks and systems for all programs.
- Assist with collecting, analyzing, and interpreting data to measure program outcomes and impact.

- Conduct regular monitoring visits to project sites across Sierra Leone to assess progress and performance
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- Assist with preparing comprehensive M&E reports for internal and external stakeholders.
- Connect with partners and stakeholders to develop strong relationships and ensure data is collected in a timely way
- Clean and organize data collected from health facilities into a database and dashboard
- Assist with preparing quarterly reports compiling data from health facilities
- Identify health facilities in need of support with reporting and provide technical assistance
- Assist with providing M&E technical assistance to HIRF's in-country partners

Data Management:

- Oversee data entry into a database and dashboard
- Oversee the collection, storage, and organization of data in compliance with regulations, privacy laws, and industry standards.
- Monitor and maintain data management systems, troubleshooting issues, and implement system upgrades or enhancements as needed.
- Assist partners with developing and strengthening data management systems

Capacity Building:

- Provide training and technical assistance to program staff and partners on M&E concepts, tools, and methodologies.
- Build the capacity of staff and partners in data collection, analysis, and reporting.

Other Responsibilities:

- Attend and actively participate in weekly staff meetings.
- Attend weekly or as scheduled Monitoring & Evaluation (M&E) meetings, as determined by the M&E Program Officer at HQ
- Provide regular reports to HQ counterparts and the Country Manager on program progress, M&E findings, and recommendations for program improvement.

Qualifications

- Bachelor's or master's degree in international development, Monitoring & Evaluation, Public Health, Social Sciences, or related field.
- Minimum of 3 years of experience in program management, logistics management, monitoring, and evaluation, preferably in the non-profit sector.
- Prior experience with program or project management and strong understanding of project management tools
- Prior experience with warehouse management or managing Gifts in Kind
- Strong understanding of M&E concepts, methodologies, and tools; experience designing and implementing M&E frameworks and tools
- Proficiency in data collection, analysis, and reporting using software such as Excel, MS Office, and Kobo. Strong Excel skills are required.
- Excellent communication, interpersonal, and teamwork skills.
- Fluency in English (written and spoken); knowledge of local languages is a plus.

- Ability to work independently with minimal supervision and under pressure to meet deadlines.
- Prior experience working in Sierra Leone or similar contexts is desirable.

Supervision

The Program Monitoring Officer will report directly to the Country Manager who will provide day-to-day supervision and performance management and to the HQ M&E Manager who will provide technical support and guidance. The Program Monitoring Officer will provide regular updates and reports on program progress, M&E findings, and recommendations for program improvement.

Application Instructions

Please submit a CV and cover letter outlining your qualifications and experience related to the position to management@healeyphilanthropic.org by September 1st, 2026. Only shortlisted candidates will be contacted for interviews.

HIRF is an equal opportunity employer and encourages applications from qualified individuals regardless of race, tribe, religion, gender, sexual orientation, or disability status.