

## DM&E Coordinator

Location: [Africa] [Swaziland]

Town/City: Hhohho

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

### **Purpose of the position:**

The M&E Coordinator will serve as Global Fund HIV Prevention Project for AGYW funded through CANGO as an Expert for Monitoring and Evaluation (M&E) and other SI-related tasks. She/He will be responsible for the development of the performance monitoring plan, M&E system, development of indicators and targets, reporting templates and management of an efficient database as well as reporting. The incumbent is expected to be familiar with Global Fund policies and have a strong understanding of Global Fund guidance and directives, development principles and national priorities related to strategic information.

### **Major Responsibilities:**

1	Provide technical leadership on Global Fund-specific strategic information Project design, planning, implementation, monitoring,	20%

	evaluation and Reporting Functions	
2	Build Capacity of project staff, community cadre and partners on the use of data collection and reporting tools and ensure that records are kept accurate and available in a timely and orderly manner.	10%
3	Create and maintain a data management system to enable activity and output level tracking.	10%
4	Generate monthly, quarterly and annual reports in accordance to donor and WVE requirements a timely manner and give feed back to the relevant staff	10%
5	Carry out support and monitoring field visits to staff, community cadre and partners	5%
6	Put in place and monitor project data flow and outputs to ensure that targets are met and give routine feedback to project	5%

	staff	
7	Coordinate all enrolment assessments, research and evaluations related to the project	5%
8	Networking, liaison with donor, key national and regional stakeholders in the area of Strategic information including representing the project in relevant meetings with stakeholders, including government forums as needed	5%
9	Liaise with CANGO projects and integrate strategic information to project thematic areas in liaison with focal persons and inform programming	5%
10	Monitor implementation and package relevant deliverables for milestones	5%
11	Participate and contribute to HIV Prevention for AGYW Project Management	5%
12	Lead M&E team and plan, monitor, engage and conduct performance	5%

	management accordingly	
--	------------------------	--

### **Other Competencies/Attributes:**

- Must be a committed Christian, able to stand above denominational diversities.
- Interpersonal communication / relational capability
- Perform other duties as required.

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- **Minimum Qualification required:** A Degree in social sciences/ Health with major in statistics, demography or related field. Possession of an advanced degree (Masters level or above) in the field of public health, epidemiology, demography, public policy, social or behavioral science or related field will be an added advantage.
- Training in Information technology, monitoring and evaluation
- **Experience:**
  - Experience in setting up a data base for a multi indicator project as well as minimum five years' experience in monitoring and evaluation of health, HIV projects

- Ability to use Microsoft programs including Word, Excel, Access and statistical analytical packages including SPSS and Stata
- Experience in monitoring Projects with particular Global Fund or USAID/PEPFAR Funded project required

• **Technical Skills & Abilities:**

1. Prior Work Experience: A minimum of five years of progressive and responsible experience in strategic planning, monitoring and evaluation, project design, program management is required.
2. Experience in Database development, management and programme monitoring
3. Experience in Programme Evaluations, including development of evaluations, data collection, and management of consultants and reporting.
4. Experience in report writing (management and donor reports)
5. Skills and Abilities:
  1. Strong quantitative and analytical skills, ability to develop evaluation protocols, and conduct target setting with measurable outcomes.
  2. Must be adept in qualitative and quantitative research methods.
  3. Ability to analyze, organize, and interpret data and present findings in both oral

and written form.

4. Basic skill in the operation of computers and software program applications authorized for use (including ACCESS, Excel, PowerPoint, and Word). Skill with data analysis software such as SPSS, Epi-Info, STATA desirable, but not required
5. Mobile data collection an added advantage

### **Working Environment / Conditions:**

- Work environment: spending 70 % of his/her time in the office

Travel: spending 30 % of his/her time visiting programmes