



Job Description

Monitoring, Evaluation, Accountability, and Learning Assistant

Reports to: Head of Programs and Operations

Job Base: National Coordination office Abuja

Job Summary:

- Work within the programs unit to introduce and monitor the implementation of all projects in TLMN including GFATM and special projects to ensure efficient and effective M&E of all project activities.
- Assist in preparing periodic programmatic reports on behalf of TLMN according to donor's guidelines

Primary Responsibilities:

- Assist in producing monthly, quarterly and annual M&E reports based on agreed indicators that will guide decision-making and program implementation.
- Assist in the compilation of half-year and annual reports of project data and reports for submission to TLMI and other partners.
- Collect, collate, analyze and interpret TB, TB/HIV, and leprosy data according to national guidelines.
- Undertake periodic monitoring and technical support visit to states.
- Assist to Support the design and implementation of baseline/midline/end-term and other surveys as well as conduct project reviews according to the approved work plan.
- Work with partners to ensure the collection of relevant and appropriate data needed for an effective M&E system which will be utilized in the monitoring of strengths, weaknesses, and gaps in existing programs and services required for reporting.
- Contribute to TLMN-wide organizational learning by disseminating data, reports, and lessons learned provided by field staff and state partners.
- Assist to develop and strengthen monitoring, inspection and evaluation procedures.
- Monitor all project activities, expenditures and progress toward achieving the project output.
- Develop monitoring and impact indicators for the project's success.
- Monitor and evaluate overall progress on achievement of results.
- Monitor the sustainability of the project's results.
- Provide feedback to the Head of Programs on project strategies and activities.
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks and recommend further improvement of the logical framework.

- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project.
- Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Teams.
- Participate in annual project reviews and planning workshops and assist the Head of Programs and Operations in preparing relevant reports.
- Support monitoring and evaluation of the effects and impact of the project.
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS.
- Assist the project personnel with M&E tools and in supporting them in their use.
- Assist the Project Manager in preparing other relevant reports.
- Undertake any other relevant duties as may be requested from time to time.

Personal specification:

Attributes	Essential	Desirable
Physical health and appearance	Able to withstand travel within Nigeria	Presentable in dress and hygiene.
Qualification	<ul style="list-style-type: none"> • BSc or Equivalent in Mathematics, statistics, demographics, public policy, public health, or any other health science. • Minimum of 5years experience in a similar role 	Previous work in data collation and reporting in a health-focused organization.
Skill	<ol style="list-style-type: none"> 1. Proficiency in computer packages such as MS Word, Excel, PowerPoint, and any statistical analysis software (SPSS, EPI-INFO, STATA, SAS, or similar). 2. Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/or performance monitoring plans. 3. Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies. 4. Experience in planning and managing surveys. 5. Experience developing and refining data collection tools 	Working Knowledge of Hausa

	6. Interpersonal skill 7. Verbal and written communication skills 8. A good leader	
Personality	<ul style="list-style-type: none"> • Committed Christian with good Christian testimony • Ability to take initiative • Honest and dedicated • Problem solver 	Friendly and having the ability to lead being able to inspire the same in others
Circumstances	<ul style="list-style-type: none"> • Flexibility 	