

Monitoring and Evaluation Officer (M&E)



Background

TLMN is a Sub-recipient in the Global Fund GC7 project which is due to commence on 1 January 2024 and is therefore looking to fill the below vacant positions in the Global Fund GC7 project:

Job Title: Monitoring & Evaluation Officer

Location: FCT TLMN(NCO)

Job Summary

The M&E Officer will ensure timely and accurate reporting of programmatic information on the Global Fund RSSH Grant. He/she will provide technical support in collaboration with the National M&E Programme staff, in line with TLMN Responsibilities.

Roles & Responsibilities

- Responsible for producing monthly, quarterly and annual M&E reports based on agreed indicators that will guide decision-making and program implementation.
- Responsible for the compilation of half-year and annual reports of project data and reports for submission to PR and Project Coordinator.
- Collect, collate, analyze and interpret TB, TB/HIV data according to national guidelines.
- Undertake periodic monitoring and technical support visits to states.
- Support the design and implementation of baseline/midline/end term and other surveys as well as conduct project reviews according to approved work plans.
- Work with partners to ensure the collection of relevant and appropriate data needed for an effective M&E system which will be utilized in monitoring of strengths, weaknesses and gaps in existing programs and services required for reporting.
- Contribute to TLMN 's organizational learning by disseminating data, reports and lessons learnt provided by field staff and state partners.
- Develop and strengthen monitoring, inspection and evaluation procedures.
- Monitor all project activities, expenditures and progress towards 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 Project Coordinator 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.

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- Participate in annual project reviews and planning workshops and assist the Project Coordinator 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.

Requirements/Qualifications: The candidate to be considered must have:

- University degree BA/BSc
- A master's degree in public health, Project management or related field will be an added advantage
- Experience in the implementation of Global Fund (GF) grant is an added advantage
- 5 years working experience monitoring and evaluating Tuberculosis/HIV Control Programs
- Master of Public Health (MPH) degree, preferably with specialization in the Epidemiology track.
- Significant experience in Monitoring and Evaluation of internationally funded programs.
- Proven record of establishing M & E systems, designing, and conducting evaluations and will have experience with several statistical software packages commonly used for data analysis.
- Demonstrate competence in assessing priorities and in managing a variety of activities in a time-sensitive environment, and in meeting deadlines with attention to detail and quality.
- Strategic thinker with people skills and managerial, coordination, and organizational skills.
- Strong writing, editing, and formatting skills.
- Demonstrate computer skills in Microsoft Office Suite applications including MS Excel, MS Word and PowerPoint, ODK, MATS App, SPSS, STATA, Epi-Info and advanced skills in the use of other analytical tools.
- Demonstrate ability and willingness to take initiative and to be flexible depending on changing priorities and deadlines.
- Experience providing and facilitating training; experience setting up training programs and workshops preferred.
- Experience with operational research is an added advantage.
- Must be highly organized and capable of effective multi-tasking.
- Knowledgeable in TB/HIV and Understands various technicalities in implementing TB/HIV-related grants in both Private facilities and the community.
- Experience of Implementation of Global Fund (GF) grant is an added advantage.
- Understand teamwork and possess good interpersonal skills.
- Good writing and communication skills

Desired Competencies:

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- Good communication and writing skills.
- Good team player
- Good knowledge of the State applied for
- Ability to use Microsoft Office suite packages.
- Result driven.
- Strong analytical /problem-solving skills.
- Good planning/organizational skills
- Ability to follow instructions and procedures.
- Ability to take initiative.
- Ability to work unsupervised.
- High sense of confidentiality, initiative and good judgment.
- Knowledge of health systems issues in Nigeria.
- Demonstrable track record of achievements in public health programs.

How to Apply:

Interested and qualified candidates should submit their “Cover Letter and CV in single file, saved with your name and job title” in Word format to: tlmnigeria@recruitment@gmail.com

Application Closing Date

Thursday, January 25th, 2024.