

# Job Opportunity

**Title: MONITORING AND EVALUATION MANAGER**

## **Background:**

The Coordinating Assembly of Non-Governmental Organizations (CANGO) is the Civil Society Principal Recipient for the Global Fund grant focusing on implementing HIV prevention programs for Adolescent Girls and Young women (AGYW), Key Populations and care and support for People living with HIV including Adolescents living with HIV. In Grant Cycle 7 (GC7), CANGO will be implementing Community Rights and Gender initiatives that aim to strengthen community systems through implementation of interventions for institutional capacity building of Community-based and Community-Led organizations, Community Led Monitoring and interventions for reducing human rights-related barriers to HIV/TB services.

## **Purpose of the Position:**

CANGO seeks to fill the position of Monitoring and Evaluation Manager for the Global Fund, **Halting the Spread of HIV Project** who will be responsible for providing strategic and technical guidance and management for successful development and implementation of monitoring, evaluation, reporting and learning for CANGO.

The position will ensure CANGO and her implementing partners generate quality data for reporting to CANGO's internal and external stakeholders and that appropriate data collection, collation, analysis, reporting tools and partner capacity strengthening interventions are developed for CANGO and its implementing partners. This will include designing monitoring systems that will produce data that will inform strategic planning, strategic learning, policy making, program planning, management, and advocacy.

The position will also oversee the design of Quality Improvement (QI) processes to improve performance across the Principal Recipient, Sub Recipients and Implementers as well as provide support and supervision to MER staff.

**Key Responsibilities:**

- ✓ Responsible for the M & E monthly, quarterly, and annual work plans for sharing internally and for sending to donors.
- ✓ Develops the Monitoring and Evaluation Framework, Systems and Work Plan;
- ✓ Ensures that sub grantees M & E systems meet the required standards;
- ✓ Ensures that sub grantees develop appropriate data collection, analysis and reporting tools;
- ✓ Conducts training / orientation on M & E Systems for effective compliance and peer learning.
- ✓ Assists and supports sub recipients in monitoring the Global Fund program activities;
- ✓ Reviews and ensures that sub grantees submit their progress reports timeously and that the M & E Section of their reports meet the required standards;
- ✓ Provides support to the Finance and Grants Department in dispersing further financial funds to sub grantees;
- ✓ Conducts and provides onsite technical support to sub-grantees during project monitoring visits;
- ✓ Attends, chairs and / or facilitates GMU M & E Meetings and ensures the necessary follow-up takes place;
- ✓ Develops and is responsible for maintaining an M & E documentation (back-up plan, DQM, M&E Plan) to include all soft and hard copy reports and documents submitted by sub-grantees;
- ✓ Ensures that sub grantees develop an M & E project database using appropriate system program tools;
- ✓ Coordinates annual M & E targets and indicators for sub recipients and CANGO;

- ✓ Provides M & E technical assistance to CANGO Programs Department and sub grantees in the development of project descriptions;
- ✓ Conducts monitoring and evaluation and reporting capacity assessments for sub grantees and develops M & E Institutional Strengthening Plans;
- ✓ Develops Monitoring and Evaluation Toolkit to facilitate capacity building for Sub Recipients and implementing community and community-led organizations.
- ✓ Provides data analysis technical support to sub recipients and implementing partners.
- ✓ Conducts data verifications and data quality audits for sub recipient and implementing partners.
- ✓ Coordinates sub grantee M & E reports and develops quarterly, bi-annual and annual donor reports.
- ✓ Attends, participates and if required facilitates during country and consortium national forums.
- ✓ Guide the implementation of quality improvement initiatives using relevant QI methodologies to strengthen program quality and achievement of outcomes.
- ✓ Conducts surveys and research (KAP surveys, baseline, mid-term and end line survey and case studies) to inform programming; and
- ✓ Serve as focal person/Data Protection officer and implement processes to comply to the Data Protection Act of 2020
- ✓ Serve as a technical specialist to CANGO and M & E teams assuring sound implementation of all M &E activities.
- ✓ Participating in external supervision and evaluation missions of the GF and other agencies by facilitating access to M&E data as required
- ✓ Prepares quarterly progress reports

**Education/Qualifications:**

- ✓ Degree in Social Science; Population Studies, Health Sciences / other relevant discipline
- ✓ Strong expertise and education in research design and methodology

- ✓ Post-graduate training in Monitoring and Evaluation and or statistical analysis desirable
- ✓ Proficiency in the use of statistical software packages for quantitative and qualitative data analysis
- ✓ Experience in development and use of dashboards
- ✓ light duty driver's License.

**Experience:**

- ✓ Eight (8) years' previous working experience in M & E in the NGO environment that has national, regional and international stakeholders; and which at least three years should have been in a junior or middle management position.
- ✓ Five (5) years' experience in the Health and HIV sector monitoring and evaluation sector
- ✓ In-depth understanding of HIV epidemiology and surveillance mechanisms in Eswatini
- ✓ Demonstrated competence in developing M&E Frameworks, articulating research questions and manage a variety of activities in a time-sensitive environment and meet deadlines with attention to detail and quality.
- ✓ Experience in implementation of Quality Improvement (QI) initiatives using relevant methodologies in HIV programs.
- ✓ Experience in providing SR or implementing Partner technical support in the field of monitoring and evaluation.
- ✓ Demonstrated competence of GLOBAL FUND, PEPFAR, CDC, and/or USAID monitoring and evaluation systems and reporting requirements desirable

**Skills and Competencies:**

- ✓ Microsoft Word; Excel; PowerPoint; Access; Outlook;
- ✓ SPSS; DHIS; Epi Info; NVivo/ ATLAS.ti
- ✓ Independent; Proactive; Assertive; Organized; Analytical; Detail oriented; High Integrity.

**Qualifying members of LGBTQI, PLHIV and marginalized populations are encouraged to apply**

**Application Process:**

Interested candidates should submit their application and updated resume by 5 pm November 6, 2024, and email them to [recruitment@cango.org.sz](mailto:recruitment@cango.org.sz)

Please include a cover letter outlining your interest and how your experience aligns with the desired qualifications for the position.