



APRIL 6th, 2021

Job title: Monitoring and Evaluation Coordinator
Number of positions: 2
Based in: Lira and Kampala.
Reporting Line: Monitoring and Evaluation Manager

Anticipated Start date: April 2021.

Who we are.

Program for Accessible Health Communication and Education (PACE) is a local Health Non-Governmental Organization in Uganda and an Independent Network Member of Population Service International (PSI). PACE's work focuses on achieving universal health care coverage by addressing the health needs of Ugandans through consumer powered healthcare approaches and affordability of health products in the areas of HIV/TB, Reproductive Health, Malaria, Maternal and Child Health and access to clean water. For more information, please visit www.pace.org.ug

Join us.

We are looking for an experienced Individual to take on the role of **Monitoring and Evaluation Coordinator under Global Fund /TASO /HIV/ TB Project and Global Fund/ TASO/ Malaria project**. The position is responsible for putting in place mechanisms to take stock of current practices in all areas of work, provide guidelines in the promotion of learning methods and best practices across the organization. S/he shall coordinate the training of PACE field staff of the and in Area Programmes in the use of monitoring tools and promote awareness of learning methods and best practices across the organization.

Sound interesting? Read on...

Your contribution

Monitoring and Evaluation

- Coordinate the development of a comprehensive overall monitoring and evaluation framework, toolkits including performance indicators and benchmarks for each aspect of the grant's life to ensure transparency and accountability in compliance with PACE'S overall strategic directions.
- Recommend and implement a systematic approach to integrate thematically defined results indicators in Area Programs' strategies and program formulation (input, output, outcome,

impact).

- Train PACE staff and relevant stakeholders (health workers and/or CHWs) on the use of Monitoring and Evaluation tools.
- Coordinate evaluations of Area Programs' and Thematic Strategies and their contribution to the achievement of overall results; the findings of the evaluation shall inform the development of new strategies:
- In collaboration with the Project coordinator, coordinate final evaluations of Area Programs' strategies and capture best practices from work emerging from Area programs levels.
- Develop a comprehensive reporting framework with provisions for rigorous impact assessment.
- Put in place systems and mechanisms for collating and managing data for the project as required by the donor.
- Quality assurance of the data through DQA and other designed systems
- Integrate periodic evaluations as an integral part of the Monitoring & Evaluation system.
- Collaborate with the district biostats and health facility records officers to ensure timely and quality reporting both through the DHIS and OVC in line with donor requirements.
- Promote data demand and use both at district and project level.
- Working closely with the project coordinator, prepare and support timely presentation for the project in relevant meetings.

Information Technology

- Promote an efficient Management Information System enabling systematic and efficient data collection, sharing of best practices and lessons learnt.
- Facilitate the inclusion of programmatic reports and documented best practices in the PACE Website, SharePoint for internal reference.

Performance Planning and Review

- In coordination with the PACE Senior Management, the Monitoring & Evaluation Coordinator will support in developing an annual operating plan in compliance with PACE overall strategic directions and overall annual work plan.
- At the end of the year, a review of achievement of set objectives shall be conducted through a performance review discussion.

THE BASICS

- At least 3 years of experience in monitoring and evaluation, of donor funded programs, preferably in health sector.
- Experience in use of Spreadsheet computer applications, Open Data Kit and statistical software packages. E.g. SPSS, STATA, EPI Data, EPIInfo.
- Experience of DHIS2, Uganda EMR and other mobile applications.
- Knowledge in databases such Access

WHAT WOULD GET US EXCITED?

- Must have excellent coordination skills of diverse team players.
- Ability to analyze a variety of information and act consciously.
- Ability to organize, interpret and present it in meaningful oral or written form for varied audiences and provide solid analysis leading to sound decision making.
- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred.
- Results Focused, Drive Change / Foster Innovation, Customer Service Orientation and Develop Others.
- Ability to communicate clearly and with confidence.

Requested Application Material

Interested candidates should email their **cover letter, an updated CV and copies of academic documents [as ONE pdf attachment]** addressed to the Human Resource and Administration Manager to apply@pace.org.ug, **indicating the Job title in the subject of the email.**

Internal staff at PACE **only** who meet the requirements are invited to apply.

Inclusion of your salary expectation in your cover letter is a key requirement.

Applications should reach us not later than **5.00pm (17h:00) on Monday April 12th, 2021.**

Applications received will be reviewed on a rolling basis, so we encourage you to submit your application as soon as possible!

Only shortlisted candidates will be contacted.

Appointment is conditional on the signing of the grant.

PACE is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.

*****Please note PACE does not solicit for funds during any recruitment process.***