

# Job Opportunity

**Date: Monday November 18, 2024**

**Application deadline: Friday November 29, 2024**

**Duty station: AFENET Secretariat**

**No of vacancies: One (1)**

## **Background:**

The African Field Epidemiology Network (AFENET) is a not for profit, networking alliance and service organization that brings together field epidemiology training programs (FETPs) across Africa working side by side with Ministries of Health, regional and international partners. AFENET works across 20 sub-Saharan Africa countries with a secretariat based in Kampala, Uganda. AFENET has recently been awarded a 5-year Cooperative Agreement (CoAg) titled 'Reinforcing Immunization Systems for Consequential Geographies (RISE4CGs) in Nigeria and Ethiopia'. The major purpose of this CoAg is to increase immunization program capacity in high priority countries and targeted sub-national areas to identify underserved populations and develop tailored interventions to vaccinate underserved populations, implement comprehensive vaccine preventable disease (VPD) surveillance systems, improve preparedness and response to outbreaks of VPDs, and strengthen quality and sustainability of immunization delivery systems.

AFENET is looking to hire a capable and qualified person into the position of **MONITORING AND EVALUATION OFFICER**, to implement M&E activities for the entire cooperative agreement.

## **RESPONSIBILITIES:**

- Collect and collate monthly and bi-annual project specific and CoAg wide reports
- Lead the design and implementation of the Monitoring and Evaluation (M&E) function for the Immunization Consequential Geographies (CG) Cooperative Agreement (CoAg), including monitoring progress towards achievement of the CoAg objectives.
- Provide technical input into monitoring and evaluation components of funding and project proposals
- Provide technical assistance on evaluation design, methods, and implementation.
- Provide technical assistance to program/project staff to develop, update and implement monitoring and evaluation of their programs/projects.
- Support implementation, analysis and reporting for some program/project evaluations (as needed)
- Assist in developing M&E data collection tools and training field staff and partners in usage.

- Enter and manage M&E data, generate findings/results and translate these into actionable recommendations.
- Conduct internal data quality audits for quality assurance purposes.
- Support project staff and partners to understand M&E requirements and procedures including indicators, definitions and targets.
- Maintaining an updated a filing system for all M&E data and resultant reports, including for funding agreements/project reports
- Foster reflection and dialogue on the evaluation process and outcomes both within the Organization and with key stakeholders.
- There may be potential for a limited amount of travel outside of Uganda.
- Working with IT department, manage and maintain CoAg M&E software

#### **KEY COMPETENCIES:**

- General public health program knowledge and skills
- Knowledge and skills in monitoring and evaluation methodology, including ability to develop/interpret a logic model and an evaluation plan
- Ability to design monitoring and evaluation activities for public health programs/projects and/or funding proposals
- Ability to organize and communicate with, staff from many organizations to work together, including organization of meetings and workshops
- Skills in developing M&E indicators and data collection plans for research or applied evaluation projects.
- Experience in reporting on M&E findings through reports and powerpoint presentations
- Excellent skills in conducting qualitative and quantitative data analysis using statistical and/or qualitative software packages.
- Excellent organizational and analytical skills, results oriented
- Excellent written and oral communication, including presentation skills.
- A team player

#### **QUALIFICATIONS REQUIRED:**

- An Advanced Degree in Information Management, Public Health or any other health-related Post-Graduate Degree, certification in M&E and additional training in M&E.
- Demonstrable and proven practical experience of at least five (5) years of Post Graduate practice in implementing Monitoring and Evaluation activities in Public Health related organizations and institutions.
- Proof of applied skills and experience in designing, implementation and operating M&E systems from project initiation to close out; experience in NGO sector is preferred advantage.



AFENET Secretariat  
Lugogo House, Ground Floor (Wings B&C)  
Plot 42, Lugogo By-Pass  
P.O BOX 12874, Kampala, Uganda  
Tel: +256 417 700 650  
Fax: +256 312 265 595  
[www.afenet.net](http://www.afenet.net)

- Experience in handling M&E for multiple donor funds including US CDC, Gates Foundation and USAID.
- Knowledge of the major evaluation methodologies and experience in analysis of qualitative and quantitative data.
- Knowledge of vaccine preventable diseases, surveillance and immunization programs, particularly in Africa, would be an advantage
- Ability to speak French and/or Portuguese is an added advantage

**Salary range: US\$2000 to 3000 monthly**

### **How to Apply:**

#### **Application Process:**

Interested candidates should submit their Application Letters detailing their experiences and skills, Curriculum Vitae, copies of relevant academic documents and 3 references to;

- The Administration & Human Resource Office,
- African Field Epidemiology Network (AFENET)
- <https://recruitment.afenet.net> and a **copy on** Email: [sec@afenet.net](mailto:sec@afenet.net)

Please note that all applications should be sent online by close of business **5:30 pm (EAT) Friday November 29, 2024**

\*ONLY successful candidates shall be contacted for an interview. Note: More details about this position can be obtained from our website: [www.afenet.net](http://www.afenet.net)