



LIBERIA

## MINISTRY OF HEALTH

P. O. BOX 10 – 9009

1000 MONROVIA 10, LIBERIA

### JOB VACANCY

**POSITION TITLE:** Health Workforce Program Monitoring and Evaluation Manager (HWP M&E Manager)

**REPORTS DIRECTLY TO:** Director, Monitoring and Evaluation Division, Health Information Systems, Monitoring, and Evaluation (HMER) Unit, Ministry of Health

**DIRECTLY SUPERVISES:** No supervisory responsibilities.

#### DEPARTMENTAL/FUNCTIONAL RELATIONS

- Research and HMIS Divisions, HMER Unit, Ministry of Health
- Human Resources Unit, Ministry of Health
- Community Health Services Division, Ministry of Health
- Ministry of Health service facilities and governance structures (e.g., county health teams, regional and national hospitals, etc.)

#### EXTERNAL RELATIONS

- Health workforce training institutions and other implementing partners under the HWP
- Academic and non-governmental institutions acting as sub-contractors under the HWP
- M&E technical consultants

#### PURPOSE

Work with the Monitoring and Evaluation Director to track HWP progress toward its intended goals, which includes managing and implementing a comprehensive, high-quality HWP monitoring and evaluation system across multiple implementing partners and sites, ensuring the resulting information is accessible and usable by decision-makers and other stakeholders, and updating frameworks and systems to reflect lessons learned throughout the project's duration.

#### KEY RESULT AREAS

- HWP M&E system management and implementation
- HWP implementing partner and sub-contractor M&E oversight and coordination
- HWP M&E data analysis, reporting, presenting, and data usage promotion
- HWP evaluation and applied research management

#### DUTIES

- **Management and Coordination Functions**
  - Manage, in collaboration with the HMER Unit, the HWP 7-year M&E strategic plan, yearly operational plans, and budget, keeping them relevant and up to date based on lessons learned during implementation
  - Coordinate with HWP implementing partners, sub-contractors, and other key stakeholders, such as HWP HMIS and HRIS officers, to ensure clear understanding of roles and deliverables, specifically providing timely and high quality data on an ongoing basis
  - Coordinate clear documentation of risks, assumptions, and programmatic changes encountered during the life of the HWP
  - Promote effective use of monitoring data for decision-making by the MOH Human Resources Unit and other key HWP stakeholders
  - Coordinate with HWP Research Manager and external technical experts on special studies and operations research plans, including identifying topics and priorities
  - Oversee and advise technical consultants to design a credible and feasible outcome/impact evaluation for the program

- **Technical Duties**
  - Manage all aspects of the HWP M&E system, including M&E frameworks for each of the HWP's seven implementation components, including:
    - Operationalize data collection and management systems that will ensure timely and high quality data
    - Develop and implement frameworks for assessing key qualitative outcomes, including quality of education and management capacity
    - When comparable MOH tools do not exist, create tools to facilitate and document clearly HWP data collection, management, and analysis processes
    - Anticipate and mitigate challenges to implement the HWP M&E system
    - Conduct regular site visits to monitor program implementation and verify data quality
    - Support integration of Verification of Implementation (VOI) activities into HWP monitoring activities
    - Analyze, synthesize, and present M&E data and results on an ongoing basis to a wide range of internal and external stakeholders, including making recommendations for improved program performance
    - Use information from results to update the M&E operational plan, budget, and system components as relevant.
  - Author reports and presentations on M&E findings and lessons learned, and coordinate contributions to regular HWP performance reviews
  - Design and implement periodic process evaluations for the program to answer key implementation questions and provide relevant and timely recommendations to improve the program
  - Support execution of anticipated outcome/impact evaluation designed by external technical consultants
  - Perform other M&E duties relevant to the implementation of the HWP as may be assigned by the Director from time to time
- **Supervisory Functions**
  - No supervisory functions

#### **AUTHORITY LIMIT**

- **Management of budget**
  - Manage the HWP M&E budget
- **Staff management**
  - No management functions
- **Asset management**
  - Manages assigned assets.

#### **EDUCATIONAL AND WORK EXPERIENCE**

- Bachelor's degree in public health, international development, or other relevant area of study
- Master's degree in similar areas is an added advantage.
- Minimum of five years' experience in developing, implementing, and reporting on M&E systems, ideally large, complex programs with governmental and non-governmental partners.
- Experience in applied research, such as impact evaluations or operational research projects, is an added advantage

#### **OTHER REQUIREMENTS**

- Familiarity with Human Resources Information Systems (HRIS) or other national information systems
- Proven track record in collaborating effectively with a wide range of partners and stakeholders

Candidates are also expected to possess the following M&E core competencies:

#### **M&E concepts**

- Be able to clearly define a program cycle and results chain
- Possess knowledge of indicators, strategies, and tools for tracking program progress and bottlenecks
- Understand the fundamental concepts of data quality assurance and pitfalls.

### **Program design and coordination**

- Identify performance indicators and tools to inform managers and program staff about progress toward program objectives and to encourage management to integrate them into the program designs; develop report formats and schedule for reporting
- Determine activities, outputs, outcomes, and impact as well as a results framework and/or logistical framework (log-frame).

### **Developing and operationalizing a M&E system**

- Develop a comprehensive M&E plan, including: program- and context-specific indicators, with the help of sector specific technical staff; qualitative and quantitative methods and tools (paper and electronic) for data collection and analysis; an annual monitoring plan and timeline; data quality assurance plan; data dissemination/use plans; M&E budget
- Determine strategies to help managers and technical specialists agree on baselines, set targets, and make evidence-based programmatic decisions

### **Qualitative Techniques for monitoring**

- Identify indicators for qualitative monitoring.
- Design and use qualitative monitoring tools and methods, such as focus group discussions and direct observation
- Use qualitative data to improve quality and understanding of quantitative data

### **Data quality management for all data collection activities**

- Develop and implement strategies to improve data quality.
- Develop and manage tools and methods for assessing data quality for all indicators.

### **Data analysis**

- Develop a quantitative and/or qualitative data analysis plan according to standard acceptable approaches, including research questions, variables of interest, methodology, data cleaning procedures, and table shells or dummy charts.
- Generate reproducible quantitative analysis scripts and documentation for descriptive and inferential statistics.
- Appropriately interpret and explain analysis results to inform decision-making

### **Presenting and reporting**

- Know how to write narrative reports and executive summaries.
- Know how to set up and update data dashboards
- Know how to create and use quotations, statistics, tables, graphs, and charts in reports and presentations effectively and responsibly.

**All applicants interested in any of the above positions are kindly asked to submit their applications to the address below and drop it in the tender box or the email stated below:**

**The Personnel Division  
Attn: James M. Beyan, Human Resource Manager  
Ministry of Health, Congo Town  
Monrovia, Liberia**

**Email: [proumohsw@gmail.com](mailto:proumohsw@gmail.com)**

**This vacancy is also found on the Ministry's website: [www.moh.gov.lr](http://www.moh.gov.lr)**

**DEADLINE FOR SUBMISSION OF APPLICATIONS: Wednesday, April 12, 2017 AT 4:00PM LOCAL TIME.**