

Vacancy Announcement

Position: Sr. Officer-M&E

Number of Positions: 1

Duty Station: Province Office-Itahari, Sunsari

Contract Type: Fixed term contract

Required qualifications and experiences:

Education and experience

Master's degree in Public health with minimum three years of experience in preferably in Monitoring and Evaluation role.

Skills and abilities

1. Demonstrated monitoring and evaluation skills.
2. Excellent computer skills with advanced skill in statistical analysis using Epi-data, SPSS, Ms Access, MS Excel, among others.
3. Good knowledge and skills on design use of ODK collect/Commcare or any other data collection mobile applications.
4. Good analytical and research skills.
5. Good understanding of Health Management Information System and DHIS 2.
6. Ability to work both in an advisory and a hands-on implementation capacity.
7. Ability to facilitate/conduct large M&E technical trainings for team and other stakeholders
8. Excellent spoken and written communication skills and fluency in Nepali and English
9. Ability to work under pressure
10. Incumbent with two wheelers driving license is preferred

Key responsibilities:

Planning and Implementation:

1. Support the province program team, with critical feedback, to develop monthly, quarterly and annual plan of the districts and the province
2. Finalize the organizational annual plans in participation of program and finance team members
3. Provide necessary support and timely feedback to the program team for the effective implementation of planned activities

System Development

4. Lead the design and effective implementation of organizational M&E system (M&E Framework and M&E plan) to meet the range of organizational as well as funding partners' requirements
5. Develop M&E tools (monitoring checklist, data validation form, supervisory checklist, among others) in close participation of program team

Monitoring and Evaluation

6. Take lead in the implementation of Management Information System with support from M&E central, including the Information and Technology Officer.
7. Ensure that verifiable data is routine collected, validated and analyzed as per M&E plan to assure achievement and progress towards program targets and objectives

8. Keep abreast of developments in program changes and progress in order to advise and recommend tools and strategies to increase program performances and results
9. Analyze changes and patterns in KPI indicator data and performance reports in order to support Program staff and/or the M&E Manager
10. Conduct review meeting at Province and organization level in close collaboration with program team
11. Lead to implement evaluation studies (baseline, mid-line and end-line surveys). Conduct learning workshops and disseminate the learnings to the program

Documentation and Reporting

12. Prepare the M&E periodic progress report and submit to the supervisor and the line manager
13. Provide critical feedback on the report prepared by the program team
14. Ensure collection of case story, best practice documentation, lesson learn and update and manage that information in program reports and other knowledge products

Applying procedure:

Interested candidates are requested to submit their applications with cover letter and updated Curriculum Vitae by 5th February, 2022 email at hr@karunanepal.org. Please mention the position you are applying for in the subject line of your email and your expected basic salary, joining date and your vehicle license no. (if any) in your cover letter

Karuna Foundation Nepal is an equal opportunity employer. Women, persons with disabilities and persons from disadvantaged groups are encouraged to apply. Only shortlisted candidates will be contacted for further process. Karuna Foundation Nepal reserves all the rights to reject any or all applications without assigning any reasons. Telephone enquiries will not be entertained.