



**VACANCY ANNOUNCEMENT 01-18
INTERNAL & EXTERNAL**

TITLE	: M&E ASSISTANT (3) POSITIONS
DEPARTMENT	: RESEARCH/MONITORING & EVALUATION
REPORT TO	: RESEARCH/M&E MANAGER
SUPERVISES	: NONE
OPENING DATE	: JANUARY 4, 2018
CLOSING DATE	: JANUARY 17, 2018
DUTY STATION	: TBD
START DATE	: TBD
POSITION TYPE	: CONTRACTUAL POSITIONS; BASED ON TASK ORDERS AND PERFORMANCE-BASED PAYMENTS

Population Services International (PSI) is the world's leading non-profit social marketing organization, operating in more than 60 developing countries. PSI creates demand for essential health products and services by using private sector marketing techniques and innovative communications campaigns. On the supply side, PSI works with the commercial sector to increase the availability of these products and services at prices that are affordable to low-income populations. With a bottom-line orientation that is rare among non-profits, PSI markets products and services for family planning, maternal and child health, and the prevention of AIDS, malaria and other diseases. For more information, please visit: www.psi.org.

SUMMARY OF POSITION

PSI has been proposed by Liberia Coordination Mechanism (LCM) to continue serving as co PR for the HIV grant for the period of 2018 to 2020. PSI in this phase will continue to implement interventions with key populations and PLHIV. The focus of the interventions for key populations will include but not be limited to Behavior Change Communication (BCC), HIV testing, develop Drop-in Centers, promote correct and consistent condom use, promotes treatment for STI. For PLHIV, the program will continue to ensure that PLHIV continue to be on treatment, newly diagnosed cases are registered for care and treatment program, ensue reduction of cases at risk of Lost to follow up (LTFU), and continue to advocate for reduction of stigma and discrimination towards PLHIV.

PSI/Liberia seeks the service of a well-qualified and motivated M&E personnel to function in the position of M&E Assistants. The qualified people will ensure the capturing of quality data on a timely basis into PSI/Liberia MIS system. The successful candidate with supervision from the Research/M&E Manager will work closely with the M&E Officer and Field Supervisors to ensure that Peer Educators (PEs) data is of high quality and are accurately captured into DHIS2 on a regular basis.

DUTIES & RESPONSIBILITIES:

- Participate in both On-site and off-site data verification of PEs data.
- Review all reported PE documentations for completeness and ensure that it is of high quality.
- Ensure accurate entry of verified data into DHIS2.
- Work closely with Field Supervisors in ensuring timely submission of PE data or documentations.
- Good working relationships with project staff, partners and donor.
- Any other duties assigned by the Research/M&E Manager.

DESIRED QUALIFICATIONS:

- Undergraduate or graduate degree in social sciences.
- Experience with KP and PLHIV data verification.
- Experience working in M&E capacity.
- Must have very good written and verbal communication skills.
- Ability to maintain high degree of confidentiality.
- Experience working with Key Populations and PLHIV is an added advantage though not a must.
- Must have experience working with MS Office applications such as MS Word and Excel or other data management software packages.

PSI/Liberia is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability.

Hard Copies will not be considered. APPLY by e-mailing a resume, cover letter, names, contact numbers and e-mail address (if available of not less than (3) professional references and all relevant documentation(s) to jobs@psiberia.org

KEY POPULATIONS, PLHIV AND WOMEN ARE STRONGLY ENCOURAGED TO APPLY