



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

Job Title: RM&E Officer

Department: RM&E

Location: Grand Bassa County, Buchanan with travel to LMH Operating Sites

Reporting Line: Program Manager

Position Type: Full Time

About Last Mile Health

Last Mile Health (LMH) saves lives in the world's most remote communities by partnering with governments to bring critical primary care services to the doorsteps of people living in the last mile. Last Mile Health is a registered 501(c)3 non-profit organization with offices in Liberia, Boston and New York. For more information, visit www.lastmilehealth.org.

Position Overview

The RM&E Officer is an essential part of the National Community Health Assistant Program (NCHAP). The position is responsible for supporting Last Mile Health's (LMH) Research, Monitoring, and Evaluation Department (RM&E) and will support the team by leading county-level data collection, reporting, and analysis, and serving as the primary liaison with the County Health Team (CHT) M&E staff. The RM&E Officer will also spend a significant portion of his/her time building the skills of the Grand Bassa CHT M&E Staff and internal LMH staff in understanding the NCHAP Community Based Information System (CBIS) and improving the team's data use.

All RM&E staff adhere to LMH's financial, behavior, and ethics policies, see projects through from beginning to end, communicate obstacles encountered to supervisors, and take on meaningful and challenging projects that change the world for the better.

Responsibilities

Build:

- Design and implement tools for the collection, aggregation, and reporting of data for Last Mile Health programs and National Community Health Assistant Program.
- Perform field-based and office-based quality assurance activities to ensure the integrity of our data.
- Travel as needed into the field or to other LMH offices for M&E activities, and occasionally sleep in the field.
- Conduct Data Collection and Data Entry as needed for LMH and NCHAP.



Strengthen CHT:

- Develop strong working relationships with the County Health Team (CHT) M&E staff, and serve as the primary liaison between the LMH and CHT M&E units.
- Liaise with County Health Team to ensure CBIS data is entered into DHIS2. Assist CHT to perform spot checks, DQA and analysis on DHIS2 data.
- Serve as county expert in LMH mhealth initiatives, train county staff and provide help with Data Collection Tools (DCTS).

Oversee:

- Ensure accurate and timely reporting of data to the CHT, LMH staff, and other key internal and external stakeholders.
- Work with county staff (CHWs, data clerks, logistics drivers, etc.) to maintain a reliable filing system and data flow.
- Serve as M&E focus person in county and represent M&E in regular site meetings and provide needed updates

Analyze:

- Compile monthly & quarterly activity reports to submit to the M&E Implementation Manager.

Teach:

- Serve as the county expert for our “Last Mile Data” database platform, and help to train staff on how to use the platform.
- Serve as the county expert for CBIS and DHIS2 database platform, and help to train staff on how to use the platform.
- Work with Quality Assurance Officers (QAOs) Community Health Services Supervisor (CHSS) to ensure that all activities and reporting forms are understood and in use by LMH staff and CHT counterparts.
- Build the capacity of M&E Associates and Data Clerks, particularly in the areas of M&E theory, data systems design, and computer skills.

Qualifications

- High school graduate or higher
- Certificate or Diploma in computer-related field from a recognized institution
- 3+ years’ experience designing and implementing monitoring & evaluation systems in field settings
- 3+ years’ experience managing individuals or teams
- M&E experience in a health setting, experience working with County Health Teams, experience with NCHAP.
- Strong written and verbal communication skills
- Strong computer skills, including MS Word, MS Excel, and e-mail
- Excellent organizational skills and time management skills
- Ability to comfortably ride a motorbike long distances



- Experience working in the health sector preferred

Compensation: This role will be compensated based on experience and qualifications, and **“ONLY”** Applicants who are residing in the County (**Grand Bassa-Buchanan**) are encouraged to apply.

Apply: Please submit a resume, letter of interest and three professional references to hr@lastmilehealth.org **Deadline for receipt of applications is Saturday, July 14, 2018 by 5:00PM. NOTE: NO APPLICATIONS WILL BE CONSIDERED AFTER THE DEADLINE.**