

**Job Title:** Monitoring and Evaluation Officer  
**Project Name:** Global Health Supply Chain – Procurement and Supply Management Liberia  
**Location:** Monrovia Based, with field visits whenever necessary  
**Supervisor:** M & E Specialist

Chemonics, Inc. has been awarded the USAID-Funded Global Health Supply Chain -Procurement and Supply Management (GHSC-PSM) Project to be implemented globally, including Liberia. The goal of GHSC-PSM is to ensure uninterrupted supply of health commodities to prevent suffering, save lives, and create a brighter future for families across the globe. Under the IDIQ contract, there are three task orders (TOs) that directly support the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR), the President’s Malaria Initiative (PMI), and the USAID Office of Population and Reproductive Health (PRH), through a comprehensive array of services for health commodity procurement and related systems strengthening technical assistance that encompass different elements of a comprehensive supply chain. To attain the GHSC-PSM goal, the project will meet the following objectives:

- **Objective 1:** Improved availability of health commodities (global procurement and logistics)
- **Objective 2:** Strengthened in-country supply chain systems
- **Objective 3:** Effective global collaboration to improve long-term availability of health commodities

#### **GENERAL POSITION SUMMARY:**

The primary function of the Monitoring and Evaluation Officer is to carry out assessment, monitoring and reporting activities. The Monitoring and Evaluation Officer will help conduct a baseline survey, conduct survey and monitoring missions. These surveys will be used to assess community needs, design and monitor the progress of the project and assess the longer-term impacts against project objectives.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Under the overall guidance and direct supervision of the M&E Specialist, the M&E Officer will be responsible for the monitoring of project activities with efficient data visibility drilling down to the health facilities level, making the availability of quality data for decision making, while ensuring a culture of data use and continuous quality improvement (CQI)
2. To ensure that the goals of GHSC-PSM are achieved, considering the project’s value for money and that project’s activities result in the achievement of its intended outputs and outcomes in a cost effective and timely manner
3. The M&E officer will be responsible for implementing the M&E activities of the Project; assisting the M&E Specialist in the preparation of Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, and will be responsible for the verification and analysis of different project data in relation to the project activities and donor requirements
4. The Monitoring and Evaluation Officer works in close collaboration with Logistics team, County Rovers, and county health teams and other program units, partners and stakeholders
5. Provide feedback to the M&E Specialist and program team on project strategies and activities by identifying bottlenecks in completing project activities and suggest strategies for improving the efficiency and effectiveness of the successfully achieving project activities
6. Ensure compliance with USAID policies and procedures, as well as GHSC-PSM corporate M&E policy and procedures
7. Conduct himself both professionally and personally in such a manner that does not jeopardize the reputation of the project.
8. Utilize and take care of all the project assets and equipment according to the policies.
9. Other duties as assigned.

#### **KNOWLEDGE AND EXPERIENCE:**

- Bachelor’s degree from a recognized university or higher institution of learning
- At least five years of experience in M&E (specific experience in commodities distribution, project supply chain, medical commodities and work in the health sector directly with the MoH, CHTs, and major stakeholders is an advantage)
- Prior experience of carrying out surveys, conducting interviews, and undertaking assessments are essential.
- Skills and knowledge of surveys design and administration, qualitative and quantitative research designs and administration, understanding of qualitative and quantitative indicators. Creative and ‘out-of-the-box’ thinking; analytical and report writing skills are necessary.
- Computer literate in Word, Excel, (experience in electronic surveys designs and deployment with some mobile data collections apps including Magpi, Salesfocre, TaroWorks, SurveyCTO, and so on is an added advantage)

- Experience in data analysis and report writing (knowledge of SPSS or other statistical package is an advantage)
- Familiarity with USAID PIDS and reporting requirements (knowledge of supply chain indicators is an added advantage)
- Excellent oral and written communications skills. Team management and good leadership abilities
- Willingness to travel extensively within remote parts of Liberia
- Able to identify with and work within other cultures, local traditions and very good skills in teamwork
- Ability to manage multiple tasks and meet deadlines; ability to travel long hours in the field and work under relevant pressure to meet targets
- Ability to follow strict work requirements, procedures and protocols with very high level of integrity and trustworthiness without compromises, irrespective of personalities

**Instructions:**

Please submit cover letter and CV to [LiberiaPSMJobs@ghsc-psm.org](mailto:LiberiaPSMJobs@ghsc-psm.org) by the close of business May 29, 2019. Please include "Monitoring and Evaluation Officer" in the subject line.