

Johns Hopkins University Center for Communication Programs Job Description

Senior Monitoring and Evaluation Officer

Breakthrough ACTION is a five-year cooperative agreement funded by the United States Agency for International Development (USAID) to lead its social and behavior change programming around the world. Led by the Johns Hopkins Center for Communication Programs (CCP), Breakthrough ACTION partners include Save the Children, ideas42, Think Place, Camber Collective, the International Center for Research on Women (ICRW), and Viamo. Breakthrough ACTION has received USAID funding to implement activities under the Strengthening Social Behavior Change in Liberia project. The vision of the project is to deliver effective quality social and behavior change (SBC) activities in Liberia that will result in improved demand, access, and use of health services for malaria; maternal, neonatal, and child health (MNCH); family planning/ reproductive health (FP/RH); adolescent health; and water, sanitation, hygiene (WASH) and engage communities in behaviors to prevent zoonotic and non-zoonotic infections in line with the Global Health Security Agenda (GHSA).

The Senior Monitoring and Evaluation Officer will be responsible for in-country technical leadership and program oversight for all program monitoring, evaluation research and learning (MEL), per CCP policies, with activities along the continuum of research from conception and design to results interpretation, reporting and dissemination. The Senior Monitoring and Evaluation Officer will establish quality M&E systems and guidance for the central and division level offices, ensure data quality standards are met, and fulfill research and reporting expectations for program staff, donors and stakeholders in a timely manner. This position will oversee all research activities conducted including ethical compliance, protocol development, data collection tools development, data analysis and report writing. They will also have a lead role in the identification and selection of research vendors, training of field teams, and implementation of fieldwork. The Senior Monitoring and Evaluation Officer will lead additional analyses of available national data sets and take the lead in preparing high-quality research reports and journal publications.

The Senior Monitoring and Evaluation Officer will report to the Chief of Party in Liberia, and also liaise and work with the MEL Principal Investigator at HQ. The Senior Monitoring and Evaluation Officer will build the MEL capacity of local Liberian staff and office systems, as well as manage and supervise local MEL staff. Over the course of the project, the Senior Monitoring and Evaluation Officer will also supervise consultants and contractors, and interact with and present to USAID Mission and government counterparts as required by the Chief of Party.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

I. Theory, Frameworks & Models

- Demonstrates knowledge of public health, communication and/or social psychological theories.
- Applies SBCC theory and models to RMEL, studies and monitoring plans w/Support from HQ.

II. Research & Evaluation

Research Design

- Support the development of R&E designs to fit the local context and programs based on monitoring data, independently

Tools Development

- Develops drafts of MEL quantitative and qualitative data collection tools,
- Coordinates the development of program partners' monitoring data collection tools
- Develops mobile and electronic data collection tools

Field Work

- Develops drafts of RFP for MEL data collection and reviews competitive proposals
- Develops and implements field training
- Manages and oversees MEL data collection and quality assurance in the field per approved IRB protocol

Dissemination

- Contributes to the development of MEL reports and manuscripts (includes scientific writing) presentations, posters, blogs and other products, using writing that is accurate, clear with logical flow, and appropriate for different audiences
- Develops data visualization resources including from virtual dashboards for reports and other products
- Presents MEL findings at external and internal meetings and conferences

III. Monitoring, Evaluation and Learning (MEL)

MEL Design

- Leads the conceptualization of MEL plans and visualization dashboards (not just use of technologies) and IRB protocols
- Leads the operationalization of MEL plans (including virtual dashboards)
- Manages the implementation of MEL plans and supervises data quality

MEL Data Analysis

- Analyzes MEL data for program feedback and reporting
- Updates monitoring design to adjust to program changes while keeping an integrated system

IV. Statistics and Analysis

Quantitative Analysis

- Conducts and/or supervises MEL data cleaning and data preparation for analysis (includes integrating partners' data into dashboard)
- Performs quantitative analysis using statistical software (EXCEL, STATA, SPSS) and/or or dashboard analytics (includes GIS mapping) and interpretation

Qualitative Analysis

- Conducts and/or supervises MEL data preparation and codebook development for analysis
- Performs qualitative analysis of MEL data using software (Atals.ti. Nvivo, Deddose and others) and/or or dashboard analytics and interpretation

VII. Collaboration and Communication

- Seeks input from team members (in country, HQ) to develop comprehensive MEL plans and documents

Minimum Qualifications:

Masters Degree (MPH, MSPH, MS) in communication, public health, or related behavioral science with at least 4 years of program monitoring experience. At least 1-2 years are relevant international-experience.

Doctoral degree (PhD, DrPH, ScD) in communication, public health, or related behavioral science with two years of monitoring experience.

To apply

- Send an email to breakthroughactionliberia@gmail.com. The subject line of your email should read the exact job title that you are applying for.
- Attach your CV and a list of the contact information (***email addresses and phone numbers***) of three references (including your most recent employer) as one PDF attachment.
- Applications should be addressed to the following address:

The Hiring Manager/Team Lead
Breakthrough ACTION Liberia

The deadline for submission of applications is **August 7, 2020 at 4pm**. Please note that only qualified and shortlisted applicants will be contacted. These positions are contingent on funding from USAID and as such Breakthrough ACTION has the right to cancel this notice without applicants consent.