

**MINISTRY OF HEALTH AND QUALITY OF LIFE**  
**NATIONAL AIDS SECRETARIAT- TERMS AND CONDITIONS OF EMPLOYMENT FOR THE**  
**POSITION OF MONITORING AND EVALUATION MANAGER (ON CONTRACT)**

The Ministry of Health and Quality of Life is the principal recipient of the Global Fund (GF) Grant 2018-2020 for the Disease Component HIV/AIDS. The program funded under this GF Grant is "Harm Reduction for Key Populations" as harm reduction is a major component of the prevention program to curb HIV/AIDS disease in the country. The terms and conditions for the position of Monitoring and Evaluation (M&E) Manager are as follows: -

**Job Title: Monitoring and Evaluation Manager**

**Qualifications Requirements**

A. Candidates should hold at least a Degree from a recognised institution in any one of the following fields:

- (i) Economics;
- (ii) Statistics;
- (iii) Mathematics;
- (iv) Public Health;
- (v) Social Sciences;
- (vi) Behavioural Sciences

**OR** an equivalent qualification acceptable to the Ministry of Health and Quality of Life.

B. Candidates should also:

- (i) possess good interpersonal and communication skills; and
- (ii) be computer literate.

Candidates should produce written evidence of knowledge/experience claimed.

**Roles and Responsibilities:** To manage the implementation of the monitoring of evaluation systems for the National Aids Secretariat.

- Duties:**
1. To be responsible to the Officer-in-Charge, National AIDS Secretariat (NAS) in the performance of the following duties:
    - (i) to design and implement the monitoring and evaluation activities of the Ministry of Health and Quality of Life and the Global Fund project, including capacity building of the health service providers in the areas of monitoring, evaluation and reporting;
    - (ii) to run the monitoring and evaluation systems for HIV/ AIDS and Harm Reduction programme of the country and of the Global Fund; and
    - (iii) to promote a comprehensive data collection system for timely submission.
  2. To keep abreast of best monitoring and evaluation practices and HIV/Harm Reduction reporting requirements of the Global Fund;
  3. To perform site visits to implementing partners and to review their data collection approaches/ management information systems and to support them in implementing any required changes;
  4. To work in close collaboration with members/teams associated with the programme so as to maintain effective working relationships between the teams;
  5. To liaise with implementing partners in preparing and submitting reports on a timely basis, as may be required, for internal and external use and to achieve harmonisation and standardisation in overall reporting on HIV interventions;
  6. To prepare consolidated progress reports such as the Progress

Update/Disbursement Request reports to submit to the Global Fund, Country Coordinated Mechanism, and other partners in accordance with approved reporting formats and within the expected time frame;

7. To assist in the timely production of information such as an Annual Monitoring and Evaluation Report on projects implemented by the National Aids Secretariat, including Global Fund Grants;
8. To compile information on monitoring and evaluation activities including reviewing of workshop reports and extracting information from quarterly reports:
9. To identify operational research needs and to develop terms of reference for conducting relevant studies;
10. To develop a dissemination plan to share reports and other information products with partners and stakeholders;
11. To represent the National Aids Secretariat on monitoring and evaluation matters with local and external partners and to contribute in providing technical assistance to implementing partners;
12. To design and present M & E related training session for partners/programs;
13. To use ICT in the performance of his duties; and
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Monitoring and Evaluation Manager in the roles ascribed to him.

### **Remuneration Package**

A monthly remuneration of Rs 50,000 which includes travelling allowance for attending duty and for official travelling, salary compensation and compensation for work beyond normal working hours and during weekends and public holidays.

### **Contract Period**

The contract will be for an initial period of one year as from date of assumption of duty and renewable upon satisfactory performance up to 31 December 2020. However, the contract may be terminated at any time:

- (a) by giving one month's notice in writing or by paying the equivalent of one month's salary to the Global Fund; and/or
- (b) forthwith on ground of incompetence, misconduct or unsatisfactory performance whereupon all rights and advantages accruing under this contract shall cease.

### **NOTE:**

If selected for appointment as Monitoring and Evaluation Manager, public officers will have to seek and obtain leave without pay from their respective Ministry/Department in order to serve the contract at the National Aids Secretariat.

### **Age Limit**

Candidates should not have reached their **60<sup>th</sup> birthday** by the closing date for the submission of applications.