



TITLE: MEAL OFFICER

REPORTING LINE: Program Manager

DUTY STATION: A4HU – Head Office with regular travels to districts of operation

Expected start date: June 2024

BACKGROUND.

Action 4 Health Uganda (A4HU) is a youth empowerment Organisation dedicated to promoting Sexual and Reproductive Health Rights (SRHR/FP), mainstreaming young peoples' engagement in socio-economic development, and influencing decision-making processes. We envision a healthy society where all young people develop their full potential and contribute effectively to their health and socio-economic situation.

DESCRIPTION OF DUTIES

The Monitoring, Evaluation and Learning (MEAL) Officer is the overall focal person for all MEAL responsibilities within the organisation. He/she will also participate in resource mobilization efforts by leading the development of performance management plans and contributing to project plans on M&E systems.

Specific areas of responsibility for the position include:

- Establish and implement a comprehensive organizational M&E plan and knowledge management system in the organisation to enhance impact monitoring, quality control and evaluation to improve internal processes and results delivery.
- Regularly review and improve the M&E plan by seeking stakeholder inputs and through consultations with practitioners in other organizations.
- Focal person at A4HU for DSW partner Strategic plan process- Participates in DSW scheduled meetings with other country offices head office M&E staff.
- Support different projects/ programs in designing and conducting baseline surveys, mid-term evaluations, specialized studies, and final evaluations to include sampling methodologies, data collection instruments, analysis, and report development.
- Develop, in coordination with the program unit, a system to ensure that the program planning, including inputs and targets, is aligned with the overall program log frames, and aligned to the organisation strategic plan.
- Develop, refine, and manage the process for regular reporting on findings and coordinate with appropriate departments for the dissemination of information.
- Manage day-to-day operations of the M&E plan, including support of field officers in continued implementation of M&E tools and instruments.
- Provide technical assistance and data for the M&E component of grant proposal development.
- Foster and coordinate partnerships for independent, external assessments to attain good quality, third-party evaluation studies.
- Coordinate, develop and facilitate training materials and presentations for capacity building of programme staff.



- Provide support for annual reviews and reflections with implementing staff and communities and analyze data trends towards objectives achievement.
- Keep abreast of the latest developments and use of new M&E soft wares, applications and digitalization innovations in M&E and network with other organizations for best practices and technical assistance.

QUALIFICATIONS:

Education/Knowledge/Technical Skills and Experience.

- A bachelor's degree in Monitoring & Evaluation, Statistics, Quantitative Economics, Mathematics, Public health, Demography, Biostatistics, or a related field is required.
- Professional experience preferably with Non-Government Organisations and / donors.

PERSONAL SKILLS

- A positive and dynamic personality.
- A team player with demonstrated experience of working in an international environment.
- Excellent communication and strong interpersonal skills, including proven experience in developing partnerships. Prior experience of working with state partners and in politically sensitive contexts will be considered an asset.
- Well organised, flexible, and able to work independently.
- Good at complying with procedures and in meeting deadlines.

APPLICATION DEADLINE

- Please submit your application no later than 27th May 2024.
- Action 4 Health Uganda strives to achieve diversity in its staff composition and therefore invites all qualified candidates to apply for the position.
- Please indicate your Salary expectation (gross) in your EOI.

How to apply.

Send your applications **to the Human Resource Officer- Action 4 Health Uganda** via email at **jobs@a4huganda.org**