

Wezzie Grace Banda
Evidence Action
P.O. Box 30498, Lilongwe.
18th February 2023

The Chief Executive Officer
National AIDS Commission
P.O. Box 30622,
Lilongwe

Dear Sir/Madam,

APPLICATION FOR PLANNING, MONITORING AND EVALUATION OFFICER

I am a dynamic and enthusiastic Monitoring and Evaluation professional applying for the above captioned position as advertised on www.jobsearchmalawi.com. I have 3 years of progressive experience in designing, managing, and implementing M&E systems for various complex projects at district and national level. I hold a Master of Science in Statistics and Mathematical Sciences with University of Cape Town. Further, I possess a Bachelor of Science degree in Statistics and Demographics from University of Malawi, Chancellor College.

I served as a Monitoring and Evaluation Officer at Evidence Action where I implemented monitoring and evaluation tools and guidelines across Dispenser for Safe Water project. Prior to this, I held various roles with organizations around research and data management space. I have vast understanding of analysis and evaluation of different donor requirements and procedures.

I am conversant with quality report writing and coordinating project evaluations including theory of change, M&E framework and data quality assessment. I also have prior knowledge in project quality assurance, carrying out project evaluations and implementing M&E policies and procedures. Lastly, I possess essential skills in critical thinking, interpersonal, communication and consistently contribute to team and organizational improvements.

I can manage complex projects involving various stakeholders and ensuring that the projects meet results, get delivered on time, use financial resources effectively and efficiently as well as documenting lessons learnt.

I feel I am the best candidate for this position, and I would always avail myself for interviews.

Yours Sincerely,

WEZZIE GRACE BANDA