

**Monitoring & Evaluation Coordinator  
Friends in Global Health - Mozambique**

**OPEN TO:** All interested candidates

**LOCATION:** Quelimane, Mozambique

**OPENING DATE:** July 1, 2008

**CLOSING DATE:** July 31, 2008

**WORK HOURS:** Full Time; 40 hours/week

**SALARY:** Commensurate with experience

Friends in Global Health (FGH) is seeking the services of a Monitoring and Evaluation (M&E) Coordinator to work from its office in Quelimane, Mozambique. FGH is a fully owned subsidiary (Limited Liability Corporation and NGO) of Vanderbilt University, based in Nashville, Tennessee. Friends in Global Health and the Vanderbilt Institute for Global Health implement the PEPFAR-Supported Care and Treatment Program in rural Mozambique for the US Centers for Disease Control and Prevention (CDC).

**BASIC FUNCTION OF POSITION**

The M&E Coordinator will provide technical expertise on monitoring and evaluation (M&E) of HIV/AIDS care and treatment being implemented in collaboration with the Ministry of Health (MISAU) throughout the 6 districts in which FGH is currently working. This will soon expand to 9 districts, all of which will fall within the domain of responsibility for the M&E Coordinator.

The M&E Coordinator will be the lead person on M&E planning and implementation for FGH and in providing M&E technical assistance to the FGH Country Director, FGH Clinical Director, FGH District level Clinical Advisors and Vanderbilt program management staff in Nashville. The M&E Coordinator will serve as the lead person for evaluating progress in program implementation of HIV/AIDS care and treatment activities by applying both theoretical and practical knowledge of HIV/AIDS prevention and care programs, social and behavioral science, monitoring and evaluation strategies, and evaluation research methodology to the design and conduct of monitoring and evaluation strategies and activities.

The M&E Coordinator will be responsible for submitting regular reports to in-country and Nashville-based leadership, which will advise on the progress of program implementation (e.g., # of individuals in care, # of individuals on ART, etc.).

The M&E Coordinator will supervise 1 M&E Officer and 12 data entry/encoder staff members (2 per district) and will be responsible for ensuring that the database is regularly and accurately updated and that systems are designed and monitored for quality control.

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants are instructed to address each selection criterion detailed below, with specific and comprehensive information supporting each criterion.

1. A graduate degree in one of the following disciplines: Public Health; Health Policy; Health Management; Epidemiology; Behavioral or Social Sciences.
2. Two to three years experience in the management of public health programs at the local, provincial, or international levels that entailed responsibility for the monitoring and evaluation of program activities.
3. English and Portuguese level IV – fluent reading, writing and speaking required - preferred.
4. Demonstrated personal computer and word processing skills and thorough proficiency with Word Perfect, Windows operating systems, Microsoft Word, MS Access, spreadsheet software and other commonly used personal computer software are required. Thorough knowledge of SPSS, SAS, and/or STATA preferred.
5. Skill in providing leadership, direction, and technical expertise in the management and evaluation of public health programs required. This includes the development of monitoring and evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis, interpretation, and reporting. It is also important that the applicant understand and have some experience in utilizing M&E information to understand program functioning, address program weaknesses, and build on program strengths. The applicant should also demonstrate an ability to lead project teams and workgroups and to develop effective working relationships with international, national, and provincial partners.

## **TO APPLY**

Interested candidates for this position should submit the following by email to Julie Lankford:

Documentation (e.g., CV, publications, certificates, awards, copies of degrees earned and at least 3 references) that addresses the minimum requirements of the position as listed above.

Julie Lankford  
julie.lankford@vanderbilt.edu