ToR M&E Manager

ADPP Angola is an Angolan non-governmental organization. Established in 1986 and registered with the Ministry of Justice, ADPP works across four major sectors: health, education, agriculture and environment, and integrated development. Currently, ADPP Angola operates in 64 municipalities across the country, positively impacting the lives of approximately 1.3 million people, mainly in rural and suburban communities. ADPP maintains strong collaborative relationships with national and local government entities, international partners, business associates, and local leaders.

ADPP Angola is inviting suitably qualified and experienced persons to apply for the position of M&E manager for an expected USAID funded project to be implemented in Angola to provide HIV/AIDS prevention, care and treatment services in Cunene, Benguela, Lunda Sul and Huambo provinces.

This position is contingent upon the award of the opportunity to ADPP. The position is expected to be based in Luanda and will report to the ADPP National Project Coordinator. Angolan nationals and/or residents in Angola are encouraged to apply, particularly female.

Job Summary / Responsibilities

The Monitoring and Evaluation (M&E) Manager will provide technical and strategic leadership of the project’s M&E activities. The position will work with project management and technical staff to develop, implement and oversee a robust M&E system to capture and analyze high-quality, relevant and timely data to assess project performance, inform decision making and demonstrate program impacts. The M&E Manager will work with the project team to ensure that activities are designed, implemented and adapted as needed to meet project targets and deliverables.

Key Performance Areas

• Lead the development of the M&E system and tools (including logic models, results frameworks, or logical frameworks), performance indicators, data collection and analysis plans, work plans, and related budget.
• Oversee annual work planning and reflection, to ensure that project activities and timeframe achieve quarterly and annual project targets and capture/address lessons learned in an on-going way.
• Design, implement and supervise M&E and learning activities, including development and implementation of the Performance Monitoring Plan, baseline and end line assessments, data quality assessments, routine service delivery data reporting and evaluations.
• Lead M&E-related internal and external reporting using mixed methods (charts, tables, testimonials, case stories, pictures, etc.) providing relevant, evidence-based analyses of program performance for use in strategic decision-making.
• Provide leadership, training and guidance to project staff in planning, implementing and using the M&E system to cultivate data-driven decision making, including
participatory methods to understand program performance form a community perspective.

• Supervise the implementation of quality assurance and control measures for data collection at all levels of the project. Ensure data quality through verification procedures, including routine data quality audits.
• Conduct targeted studies and evaluations, including design, data collection, management and analysis.

Qualifications and Experience

• Degree in public health, statistics, social sciences or related field. Master’s degree preferred. Strong emphasis will be put on direct, relevant experience in Angola.
• At least 5 years of experience designing and implementing M&E activities for complex programs.
• Demonstrated experience on HIV programs and familiarity with PEPFAR indicators.
• Expertise in quantitative/qualitative methodologies, operations research, health management information systems, reporting, data quality assessments, data analysis, interpretation, translation and presentation
• Strong understanding of PEPFAR and Angolan Government HIV priorities and MOH guidelines, policies and strategic priorities, and the health management information system (DHIS2/DATIM).
• Strong technical skills, including processing and analyzing data using one or more statistical software packages, including at least one of the following: SPSS, SAS, Epi-Info, Stata, MS Access, NVivo, or MAXQDA
• Experience in managing and motivating teams, supervising staff, and addressing performance challenges.
• Well-versed in written and spoken Portuguese and English with effective communication skills, excellent interpersonal, written and oral skills.
• Experience conducting community-based, participatory M&E with vulnerable community members in low-resource settings preferred.
• Experience with data visualization preferred.
• Ability to work in a complex environment with short deadlines to deliver results.

To Apply

Please send a CV, motivational letter and 3 references to adpp.recrutamento.saude@adpp-angola.org no later than July 20, 2023. Candidate applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.