

Position Title:	M&E Advisor
Reports to:	SI Director
Supervises:	Data Analyst(s)
Employment Type:	Full-time
Job Location:	Dar es Salaam
Travel:	Up to 40% in intervention districts outside of job location

Under the supervision of the SI Director, the M&E Advisor ensures the integrity and completeness of program data and supports processes and timelines for data verification and routine analysis. S/he is responsible for developing and implementing the project evaluation and performance management plan and corresponding standard operating procedures and other tools to capture timely, accurate data for project stakeholders at all levels. The M&E Advisor is responsible for data analysis to support facility- and community-based HIV prevention, care, and treatment initiatives and ensures the integrity of program monitoring and evaluation, surveillance, and health information systems. The M&E Advisor also works with the Technical Advisor for Quality Improvement (QI) to ensure that QI is integrated into project activities and the Data Quality Advisor to ensure that data quality planning and assessment activities are undertaken as designed and have the intended impact. The M&E Advisor will ensure timely preparation and submission of donor reports including project performance data for presentation in partner management meetings and other donor performance presentations. In collaboration with IT department and the informatics manager, the M&E Advisor will participate in designing and implementation of innovative systems/tools that respond to more frequent data collection and reporting (weekly/daily) for timely program monitoring.

Specific Responsibilities and Duties:

- Conduct internal data monitoring and analysis to ensure integrity of data and integration of data from community and facility sources.
- Work with Technical Director, SI Director, central technical team and key stakeholders to implement, monitor, and strengthen data systems to capture routine data from community and facility-based service points.
- Ensure robust electronic systems are in place to manage and use project monitoring and evaluation data.
- Oversee analysis of key process and outcome indicators and identify and present trends, gaps, and strengths to ICAP staff and key stakeholders
- Develop and manage implementation of a data use capacity building plan to improve skills of staff at the community, facility, council and regional level to analyze and use data for informed decision making.
- Monitor performance at the regional and council levels and provide feedback to technical teams to ensure they are aware of progress to targets.
- Produce routine and focused analysis and visualizations of routinely collected data in response to donor requirements and for program review and planning by the Country Director and technical team.
- In coordination with the Country Director, Technical Director, and SI Director, prepare consolidated reports that include concise narratives and relevant tables and graphs to meet reporting requirements for all donors and stakeholders.

- Participate in monthly and quarterly project planning and evaluation meetings with corresponding CDC staff and local partners, as needed.
- Conduct regular analysis of facility- and community-based HIV prevention, care, and treatment initiatives and ensure the integrity of program monitoring and evaluation, surveillance, and health information systems.
- Conduct internal data monitoring and analysis, including capacity development in designing of dashboards and slides to track progress over time with appropriate disaggregation.
- Participate in monthly and quarterly project planning and evaluation meetings with corresponding CDC staff and local partners.
- Perform any other tasks as assigned by the supervisor.

Qualifications, Knowledge, and Skills

- **Required Education:** Master's degree or higher in a public health related discipline: epidemiology, biostatistics, knowledge management, informatics, demography, data management, monitoring & evaluation, or related field
- **Required Technical Experience:** Minimum 6 years' work experience in monitoring and evaluation and SI of large-scale HIV programs funded by PEPFAR, with extensive experience in M&E and SI for facility and community-based programs.
- **Required Managerial Experience:** Minimum 4 years' work experience directly supervising a team of minimum five staff in SI in a public health setting
- Demonstrated experience in facilitating the dissemination and use of routine program data, including through development and deployment of data visualization dashboards.
- Demonstrated competence in knowledge management.
- Strong data management and analysis skills, and advanced knowledge of electronic medical records and aggregate data systems, preferably DHIS2 and DATIM and deployment and implementation of data systems for patient and program monitoring.
- Experience working with CDC, PEPFAR, United States government, or other bi-lateral donors; familiarity with CDC reporting requirements preferred.
- Familiarity with the monitoring and evaluation tools and health information systems used in the Tanzania health system
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in English and Kiswahili.