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Website: icap.columbia.edu

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| **Job Title:** | M&E Lead |
| **Duration of Contract**  | 1 Year |
| **Location:** | Liberia |

**Position Summary:**

The M&E Lead will provide leadership and guidance to the ICAP-Liberia M&E team and assume overall responsibility for M&E technical assistance to the Ministry of Health (MOH) for ICAPs proposed CDC project, Advancing Diagnostic Network Optimization, Stepwise Laboratory Accreditation, and Integrated One Health Specimen Transport in Liberia. The M&E Lead will be responsible for all aspects of M&E program activities, including routine data collection, data quality assurance, analysis, and reporting. The M&E Lead, in collaboration with M&E, program and technical staff, will lead the design and implementation of M&E activities for program performance evaluation and continuous quality improvement of interventions and outcomes. The M&E Lead will liaise closely with the ICAP-New York Strategic Information (SI) Unit and other technical and programmatic staff in New York.

**Major Accountabilities:**

The M&E Lead will assume the following responsibilities:

* Facilitate and provide leadership to ensure effective design, review, and implementation of the project’s Evaluation and Performance Measurement Plan, including the development of project outputs, performance indicators, and targets, in line with CDC indicators and reporting
* Design and oversee the implementation of M&E systems to ensure timely collection, management, and dissemination of data for reporting progress towards the project’s objectives
* Provide overall guidance to the MOH in the development and implementation of M&E plans
* Develop and implement standard operating procedures for data collection, management and reporting
* Lead M&E team in provision of mentorship and training to the MOH, health facilities in data collection, reporting, data quality assurance, evaluation, and use of data among health professionals
* Conduct routine field visits to facilities to ensure progress and quality of M&E
* Establish data quality assurance activities to ensure timeliness and accuracy of data
* Ensure that routinely collected data summaries are available in a timely manner for regular use by the Project Director and technical team for program review and planning
* Ensure efficient systems are in place for project staff to collect and compile relevant information for routine project reports and other special reports
* In coordination with the Project Director, program and technical staff, prepare consolidated reports for dissemination that include concise narratives and relevant tables and/or graphs to meet reporting requirements for US government and other stakeholders
* Ensure that robust electronic systems are in place to manage and use aggregate level M&E data
* Develop, implement and analyze targeted evaluations as needed with the M&E team
* Promote and support data use and dissemination of project information among project staff

**Education:**

* Candidates should hold an advanced degree in epidemiology, biostatistics, public health, international health.

**Experience, Skills, and Minimum Qualifications:**

* At least ten years’ experience in leading complex, high-quality M&E programs internationally
* Strong data management and analysis skills; Expertise in quantitative and qualitative methodologies, health management information systems, data quality assurance, and reporting
* Experience building government capacity in M&E, and working with USG or other donors
* Strong familiarity with US Government reporting requirements
* Fluent English oral and written communication skills