

Job Opportunity

Background

Integrated Disabled Women Activities -IDIWA is a women-led Organization of Persons with Disabilities-OPD, established in 2000 and committed to transforming power relations through strengthening women and girls with disabilities-WGDs and their formations to challenge disability-based discrimination and the patriarchal system that create a perceived acceptable imbalance and inequality in society. IDIWA is part of the ecosystem of the disability, and women's rights movements in Uganda, and innovatively operates in Eastern region, with strategic presence in Busoga subregion.

Position

Monitoring and Evaluation Assistant

Purpose

The position reports to the Planning Monitoring and Evaluation Manager, and assists in the implementation of M&E activities for Integrated Disabled Women Activities-IDIWA programmes, both at health facility and community, and is based at the IDIWA offices, Iganga Municipal council.

Key areas of responsibility

1. M&E Systems implementation

- i. Supports the Programme and Monitoring & Evaluation Manager to implement IDIWA's Monitoring & Evaluation (M&E plan) at site and community level;
- ii. Assist with the provision of both on site & community support supervision to community resource persons, project officers on appropriate use of M&E tools for accurate data collection at site and Community level;
- iii. Support data entry including assisting with periodic data quality checks;
- iv. Assists with implementation of routine site & community monitoring and reporting processes, including supporting coordination of development of forms/tools for data collection and reporting in consultation with the Programme and Monitoring & Evaluations Manager.

2. Capacity building, mentorship & technical oversight

- i. Provide M&E related orientation, training and ongoing mentorship for project staff, community resource persons, internees and volunteers;
- ii. Support/co-facilitate M&E pre and in service training for staff, volunteers, internees and community resource persons;

3. M&E reporting & use for decision making

- i. Support M&E Data Capturer to ensure timely, complete and accurate collection of data from site & community level, and reporting of data to the executive director;
- ii. Assist with the provision of accurate data for incorporation into M&E sections of internal and external reports for programme staff, donors and other key stakeholders;

- iii. Facilitate periodic data reviews for project staff, Community resource persons, volunteers and internees;
- iv. Assist with providing strategic M&E information related to program activities for use in evidence informed decision making and data use to inform program improvements at site and Country level;
- v. Provide management with quarterly trend reports on key indicators to inform decision making and advocacy;
- vi. Provide analysis of performance of the programme on key indicators in relation to the overall Organization performance to inform strategic management and decision making;
- vii. Work closely with the PM&E Manager to produce required reports to Executive Director.

4. Quality assurance & routine monitoring

- i. Support the conducting of periodic site& community data quality checks, identify and, in liaison with Programme and M&E Manager, support implementation of requisite interventions to ensure data quality and efficient data collection from site& community level
- ii. Maintain database for tracking of all M&E stock and periodically generate update reports; Support quarterly and annual programme evaluation exercises through collection of M&E data and collation for analysis by Programme M&E Manager.

Qualifications required

- i. Relevant Bachelor's Degree in Epidemiology, Biostatistics, Public Health or related discipline, Postgraduate qualification/degree an advantage
- ii. Minimum of 2 years sound experience in Research/Program Monitoring & Evaluation role
- iii. Minimum of 1-year specific M&E related work experience in the health sector, experience with HIV/AIDS, TB, malaria programmes preferred
- iv. Demonstrated experience in the implementation and management of M&E systems, involving capacity building for field staff, as well as monitoring and promotion of data quality
- v. Functional knowledge in M&E reporting to USG/PEPFAR and other bilateral or multilateral donors preferred.
- vi. Proven ability to mentor project staff in M&E, data use for decision making and quality improvement
- vii. Sound knowledge of Uganda Country Health Information Systems framework.

Competencies required

- i. Computer skills with work experience using MS Office applications, competence in programming and analysis of data using programs such as SAS, SPSS, Epi-Info, STATA or others is an advantage

- ii. Good written and verbal communications skills in English and in local languages are preferred
- iii. Strong facilitation, interpersonal, communication skills and collective problem-solving skills
- iv. Analytical and creative thinking with ability to work independently
- v. Proven ability to work as a team leader and as a team member with multidisciplinary teams

IDIWA is an equal opportunity employer. We particularly encourage applications from Women and girls with disabilities.

TO APPLY:

Interested persons should submit their application, Curriculum Vitae and copies of academic documents to Integrated Disabled Women Activities, via email to idiwa2009@gmail.com, or hand delivery to IDIWA on Plot 10, Jalum Road, Northern Division, Iganga Municipal Council, by **10th June 2024**. Only shortlisted candidates will be contacted; should you not hear from us by **15th June 2024**, you may consider your application unsuccessful.