**Helen Keller International**

**JOB ANNOUNCEMENT**

**Monitoring & Evaluation Specialist, MMDP**

**(Washington, DC or NY, NY)**

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving the sight and lives of the world’s most vulnerable and disadvantaged. Headquartered in New York City, HKI currently conducts programs in 21 countries in Africa and Asia, as well as in the United States.  Renowned for its reliability, efficiency and high level of technical expertise, HKI promotes the development of sustainable, large-scale programs that deliver effective preventative and curative services for nutrition, eye health and neglected tropical diseases.  The hallmark of the organization’s work is its proven success in developing, testing and scaling-up health interventions, and integrating them within government and community structures to support and build local capacity and sustainable solutions.

**Background**

HKI has established itself as a leader in integrated Neglected Tropical Disease (NTD) control and elimination efforts at the national, regional and global levels and has strong NTD expertise throughout the organization. The overarching approach guiding HKI’s integrated NTD programs involves both preventive chemotherapy at national scale and morbidity management efforts to mitigate the disability and disfigurement caused by hydrocele, lymphedema and trichiasis.

HKI will be leading the implementation of Morbidity Management and Disability Prevention for Blinding Trachoma and Lymphatic Filariasis (MMPD) activities, under a five year, $35 million Cooperative Agreement with USAID. This activity will provide USAID, the Bureau for Global Health, and the NTD Program with assistance to strengthen MMDP components within national NTD plans and achieve elimination goals for trachoma and lymphatic filariasis (LF), and will assist countries in planning, implementing, and monitoring the scale‐up of high‐quality treatment and care services for affected individuals.

Over the five years, the Project aims to make a significant impact on the capacity of countries to enhance MMDP efforts by supporting a stronger human resource pool, aiding access to trainings and internationally recognized best practices, and strengthening of data capture and monitoring and evaluation systems. The project will support the development of country-owned strategic plans that focus on increased quality and quantity of surgery and service provision, and support delivery of surgery and lymphedema management. A cornerstone of the project will also be the documentation of best practices and providing global leadership to the MMDP community.

HKI is seeking a Monitoring & Evaluation Specialist (M&E Specialist) to support monitoring and evaluation activities within this multi-country, five year project.

**Scope of the Position**

The M&E Specialist will provide technical support in data collection and data management for both global and in-country monitoring and evaluation activities implemented within the MMDP project. Reporting to the Project Director, MMDP, the M&E Specialist will work closely with the project team including the Project Technical Advisor, Regional Program Manager, and Country Program Coordinators, and will liaise frequently with other HQ, regional, and country office NTD staff, as well as with HKI’s donors and partners. This position is located in the US, but requires approximately 25% travel to the country offices. The M&E Specialist’s main responsibilities include technical assistance for the development of data-capture tools, establishing processes for data collection and analysis, and overseeing data quality; representing the MMDP Project in global and regional MMDP and NTD fora; and capacity building for Ministries of Health, country project teams, and partners in their data collection efforts.

**Responsibilities**

* Work with the MMDP project team and partners to develop M&E program plans and monitor progress of the MMDP activities in country-led NTD programs against stated objectives and program outputs.
* Provide direct support to in-country teams and partners on the finalization of donor reports, work plans, workbooks, and other key M&E documents.
* Maintain an ongoing dialogue with in-country teams to assess progress and support timely and quality implementation and monitoring.
* Provide in-country assistance to ensure M&E activities are technically and operationally sound.
* Work with USAID M&E Advisor, countries and partners to develop data collection tools; work with in-country teams and partners to collect, manage and analyze data, and produce reports.
* Work with the ENVISION Project M&E team to integrate the MMDP project data into the USAID NTD database.
* Assist in-country teams and partners to apply best practices for conducting specialized evaluations to measure the impact of program activities on various indicators.
* Keep current on recent MMDP developments to be able to assist colleagues and in-country teams in the application of state-of-the-art protocols.
* Develop data quality assessment tools for MMDP program activities.
* Participate in the analysis of experiences across MMDP project countries and regional contexts in order to synthesize information and document and disseminate lessons-learned and best practices.
* Train national MMDP program staff, in-country teams and partners on M&E practices. Participate in review of training materials and processes.
* Support the global MMDP data collection efforts, through the pilot testing and refinement of internationally recognized toolkits, best practices, and indicators.

**Qualifications**

* Master’s Degree in **epidemiology or related field** with experience in quantitative/qualitative analysis and program M&E; plus at least 6-8 years directly relevant work experience; or equivalent combination of education and experience.
* Demonstrated experience with information analysis and report writing is required, plus knowledge of reporting procedures, best practices, guidelines, methods and approaches for M&E.
* Oral and written proficiency in English required and French is strongly preferred.
* Ability to undertake international travel (approximately 25%).
* Experience working overseas required; knowledge of the Africa region and NTD programming is strongly preferred.
* Ability to communicate effectively and respectfully across cultures including:
* asking for information in a way that is very clear and specific
* conducting one-on-one and group trainings for field office staff and in-country partners that will be well-received
* interacting with internal and external colleagues
* Ability to prioritize workload, assume responsibility for work, and follow through to completion.
* Ability and willingness to work under pressure with a positive attitude, as a part of a global team.
* Ability to perform duties that require very close attention to detail and synthesize large amounts of information simultaneously.
* Knowledge of USAID rules and regulations is preferred.
* Knowledge of Microsoft software products, including strong Excel skills; use of data analysis software such as STATA, SAS, SPSS, and/or EpiInfo is preferred.
* Residence in or willingness to relocate to New York, NY or Washington, DC.

**To Apply**

Qualified candidates should submit a cover letter and resume to [HKI.Recruitment@hki.org](mailto:HKI.Recruitment@hki.org) noting the job title in the subject line. Applications will be accepted until the position is filled.