Vision for a Nation Foundation - Job Description
Monitoring, Reporting & Evaluation Lead - Ghana

I. Position Information

<table>
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<tr>
<th>Job Title</th>
<th>Monitoring and Reporting Lead (24 months fixed term) with potential for extension</th>
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<tbody>
<tr>
<td>Location</td>
<td>VFAN Office Accra, Ghana with in-country travel</td>
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<td>Reports To</td>
<td>Programmes Manager – Ghana</td>
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<td>Salary and Benefits</td>
<td>Competitive salary commensurate with experience.</td>
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II. Organisational Context

Vision for a Nation (VFAN) is a multi-award-winning UK charity. We are helping people to fully contribute socially and economically to their communities by ensuring they have access to basic eye care services. Over the last 5 years with the support of our founder, philanthropist James Chen, together with funding from DFID, USAID and UBS Optimus Foundation we have transformed eye care in Rwanda and in 2018 started up programmes in Ghana while also looking to work with global corporations to vision screen their workforces.

We need great people to help us on this journey and we’re looking for an excellent person that loves data, numbers and statistical analysis to join our team to lead and conduct our monitoring and reporting work. We are looking for a highly motivated individual, a self-starter that loves working in development and is genuinely interested in ensuring all Ghanaians can access affordable, quality eye care services. We’re looking for someone that has a great eye for detail, fabulous excel skills, is adaptable to change within a growing organisation and willing to develop with the organisation. We need our people to be self-starters, innovators and able to get on and work with people from many cultures and backgrounds.

This role could suit someone with a background in monitoring and reporting within the development context.

The successful candidate must have the legal right to live and work in Ghana indefinitely.
To learn more about us visit our website at www.visionforanation.net

III. Job Purpose

The purpose of the Monitoring and Reporting Lead is to design and implement our project monitoring and reporting approach, plan and tools, in partnership with GHS stakeholders, to meet the requirements of our programmes and our donors. The post holder will report to the VFAN’s Programme Manager in Ghana and will be responsible, over time for the management of a small team of data collection and reporting officers.

This role will be pivotal in the design and implementation of VFAN’s first programmes in Ghana and as such requires an individual that is experienced in monitoring and reporting, a self-starter and that can work under their own initiative. It requires an individual that can cope with and manage uncertainty and rapid change to deliver exceptional results in such an environment.

IV. Functions / Key Responsibilities

Monitoring and data management

- Design and implement VFAN project monitoring approach and processes
- Design and implement a project monitoring plan and tools which captures multiple indictors including (but not limited to:)
  - Nos of nurses trained
  - Nos of vision and eye health screening conducted
  - Nos of eye drop dispensed
  - Nos of glasses prescribed
• Nos of referrals to secondary and tertiary care
• Details of these referrals and which facilities were used
• Nos of people receiving directly or indirectly eye health awareness information
• All above disaggregated by age, gender and district

• Work with GHS Partners to draw on existing GHS Health Management Information procedures and incorporate appropriate elements where they exist and develop new processes where they do not
• Provide the Programme Manager with data, and data analysis relating to communities, including (but not limited to) employment, income, poverty and other indicators to inform programme design.
• Conduct regular field visits to monitor interventions for compliance, efficiency in implementation, and overall satisfaction of beneficiaries and stakeholders.
• Participate in evaluations, selected research activities, and baseline surveys by providing the necessary programme and organizational support.
• Actively participate in programme management to capture relevant formal and informal information that will inform decisions, support project reporting requirements, and foster learning within the project.
• Support monitoring and reporting capacity building activities with VFAN staff and implementing partner staff.
• Keep records of all data collected using it to conduct data validation or quality checks, track progress and trends, and for the purposes of generating reports.

**Reporting**

• Develop a VFAN internal data reporting system including reporting templates
• Complete regular reporting including data and data analysis to the Programme Manager, wider VFAN team and other stakeholders
• Provide support to the wider VFAN team to meet donor reporting requirements, with a focus on providing data
• Input into donor reports and support VFAN’s independent impact evaluation team

**Stakeholder Management**

Build and develop relationship with all relevant stakeholders in the region and districts to deliver the monitoring and reporting requirements, including the Ghana Health Service and Ghana Education Service.

**Fundraising**

Support fundraising activities including contributing to fundraising proposals and applications, with a focus on providing data and data analysis

**Administration**

• Track issues and risks in relation to monitoring and reporting and provide recommendations for resolution and/or path to resolution
• Work closely with other team members to increase their knowledge and understanding of the importance of monitoring and reporting, and to ensure that all monitoring and reporting deadlines are met.

**Other**

• Carry out other reasonable duties assigned by the Programme Manager from time to time
• Support all team members with programme data as and when required, to support wider VFAN objectives.
V. Competencies

- Excellent numerical skills
- Demonstrable experience of working with data and data analysis
- Self-starter who is confident, assertive and comfortable working with a high level of autonomy
- Excellent organisational and planning skills
- Excellent attention to detail
- Excellent verbal and written communication skills and ability to organise and present complex information in a compelling way to differing audiences at all levels
- Ability to manage a wide, varied and changing workload, to prioritise effectively, and deliver to deadlines
- Strong team player with the ability to quickly establish and build effective working relationships with people at all levels, from different organisations, communities and backgrounds
- Flexible and mature outlook with the ability to adapt to a rapidly changing organisation
- Pro-active approach to identifying and resolving problems
- Strong sense of ownership for quality of work, deliverables and service
- Comfortable working in a small team and within a small, dynamic organisation
- Computer literate proficient user of MS Office programmes including Word, PowerPoint. Must have excellent Excel knowledge and experience,

VI. Qualifications and experience

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<tr>
<th>Education</th>
<th>Essential: Educated to degree level preferably in social sciences, development, statistics, management information system or similar</th>
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| Experience | Essential:  
- Experience of working in the international development sector – 2-3 years minimum  
- A good working knowledge of the main themes, trends, priorities and activities in monitoring and reporting in the development context  
- Experience in the development sector (from any context) in:  
  o Developing monitoring approaches and processes  
  o Compiling and analysing data from multiple sources  
  o Presenting complex data and information to differing audiences, in a way that can be easily understood  
  o Designing and developing reporting processes and templates  
  o The use of indicators, milestones and targets in planning, monitoring of project progress and reporting  
- Results oriented focus, proven experience of working with, and delivering to deadlines, metrics and targets  
- Proven ability to develop and manage good stakeholder relationships with a broad range of stakeholders  
- Proven experience in report writing to a high standard, including representing data and data analysis in a variety of forms. |

Desirable:  
- Experience of working in or with the Ghana Health Service  
- Knowledge of the GHS Health Management Information Systems  
- Experience of working in an international NGO in public health/eye health sector. |

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<th>Language Requirements</th>
<th>Fluency in spoken and written English</th>
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| Travel | This role will involve significant domestic travel within Ghana |
To apply please send your CV (maximum of 3 sides of A4) and a covering letter (maximum 2 sides of A4) outlining why you are interested in this role and how your experience meets the requirements to Annabelle Davies, annabelle@bedrockhr.co.uk by 09:00 Ghana time Monday 15 April 2019. Following review of applications selected candidates will be invited for interview in our Accra office. We hope to hold first round interviews 30 April/01 May and second round interviews 7/8 May (these dates are indicative and may change dependent on the availability of interviewers). The role is available from the end of May and the start date is flexible. The role will be based in Accra with significant travel initially in Central Region.