



# NIHR | Global Health Research Centre for Non-communicable Disease Control in West Africa

Call for Applications  
Monitoring, Evaluation and Learning Officer

24 March 2023

## Introduction

A Full time Monitoring, Evaluation and Learning Officer is sought for the NIHR Global Health Research Centre for Non-Communicable Disease Control in West Africa (STOP NCD).. The STOP NCD is a five-year UK NIHR funded project that started 1 October 2022 and will continue through to 30 September 2027.

West Africa faces a rising burden of non-communicable diseases (NCD) such as hypertension, diabetes, and co-existing mental health disorders (stress, anxiety and depression). Disease control priorities have been traditionally driven by the burden of communicable diseases, such as malaria. The region has been slowly responding to the increasing NCD burden, and most interventions addressed individual diseases rather than focus holistically on people. There is an urgent need for capacity to conduct high-quality research to inform effective, evidence-based, and people-centered approaches to NCD control, adapted to West African settings. The Centre aims to improve health and wellbeing of populations in West Africa by developing capacity for high-quality research to inform improved prevention, diagnosis, and treatment of inter-connected NCDs (hypertension, diabetes, and co-existing stress, anxiety, and depression).

To do this the Centre:

- Works in three West African countries (Ghana, Burkina Faso, and Niger) with varying ethnic-socio-cultural-economic environments to develop, implement and evaluate ways of improving control of hypertension, diabetes and related stress, anxiety, and depression.
- Will analyze roles of key stakeholders (patients and communities, health workers, managers, policymakers) in the development, provision, and use of NCD policies, programmes, and services in each country, using appropriate methods such as analysis of available data, observations and interviews.
- Work closely with those stakeholders, to co-produce packages of interventions for improving NCD control. This package will include adapting international guidelines to

local contexts and supporting healthcare workers in implementing these, and establishing a community-based prevention, early-detection and management of NCDs;

- Implement and rigorously evaluate the interventions packages for their costs and effectiveness, assess their potential for wide-scale application, and identify transferable lessons for improving NCD control beyond these three countries.

Throughout these steps, the Centre will also work to:

- strengthen individual skills and expertise, organisational systems and processes and system-wide networking capabilities and leadership of researchers (to conduct high-quality research), local communities (to engage with, and understand, how to enable healthy lifestyles) and policymakers and practitioners (to implement evidence-based NCD interventions);
- engage with key stakeholders (patients, health workers, managers) for consulting on their views, preferences and expectations, sharing results as they emerge and facilitating uptake of research results into their decisions and practices;
- maintain equitable international partnerships, through shared leadership involving both senior and earlier-career staff, and equally distributed management responsibilities.

### **Summary of The Position**

The position is based in the Faculty of Public Health, Ghana College of Physicians and Surgeons (GCPS). The initial contract period is for seven months from 1<sup>st</sup> June 2023 to 31<sup>st</sup> December 2023. The contract is renewable annually up to 30<sup>th</sup> September 2027, subject to satisfactory performance. The position is a full time one and the applicant must be able to start work in the position with effect from 1<sup>st</sup> June 2023. Candidates must be resident in Ghana for the full duration of the project and able to travel to Burkina Faso and Niger periodically as required. The Monitoring Evaluation and Learning Officer will work under the guidance of and report to the project Monitoring, Evaluation and Learning Leads, Dr. Abraham Oduro and Dr. Mary Amoakoh-Coleman. They will be required to collaborate and work with colleagues in Ashesi University in Ghana, LASDEL in Niger, Catholic University of West Africa Bobo-Dioulassou (UCAO-UUB) in Burkina Faso and London School of Hygiene and Tropical Medicine (LSHTM) in the UK.

A detailed job description to guide applicants is as attached (see page 4 onwards).

### **How to apply**

- Applications must have the heading: “STOP NCD Monitoring, Evaluation and Learning Officer position.”
- All applications must be sent by email to Mrs. Nana Efua Enyimayew Afun [nea.enyimayew@gmail.com](mailto:nea.enyimayew@gmail.com). / [nenyimayew@gcps.edu.gh](mailto:nenyimayew@gcps.edu.gh)

- Applications must be received before midnight (12.00amGMT) on Sunday 30<sup>th</sup> April 2023. Shortlisted applicants must be ready and able to participate in an interview in May 2023 as part of the stage two of the selection process.
- Successful applicants must be able to start work effective 1<sup>st</sup> June 2023.

Applications must include:

- A cover letter explaining the candidate's interest in the position and any previous experience in a similar position
- An up to date CV that contains information on:
  - Educational training and qualifications with names of institution and dates of graduation
  - work experience
  - Any publications including masters and doctoral thesis dissertations. Also include a link to the publications that can enable a reviewer to read and evaluate them
  - Age and Sex
  - Languages spoken, written and fluency
  - Current residence
  - Names, Email and Telephone contact of 3 references of whom:
    - one must have supervised the applicant in an academic capacity
    - one must have supervised the applicant in a work /professional capacity related to Monitoring, Evaluation and Learning
    - the third can belong to any of the first two categories
    - Please make sure you inform any references you name on your application since we will contact them directly if you make it to the short list
- Copies of certificates and academic transcripts for undergraduate and post graduate courses

## **Job description – Monitoring, Evaluation and Learning Officer NHIR Global Health Research Center for Non Communicable Disease Control in West Africa (STOP NCD)**

### **Position Summary**

The STOP NCD MEL Officer will work under the guidance of the STOP NCD MEL leads (Dr. Abraham Oduro and Dr. Mary Amoakoh-Coleman) to oversee all aspects of MEL efforts for the program including providing support to MEL-focused staff members in the Centre partner institutions. The Monitoring, Evaluation and Learning (MEL) Officer will be primarily responsible for daily implementation of Monitoring, Evaluation and Learning activities for the STOP NCD program under the guidance of the MEL leads. The activities will include work planning, tracking progress of program activities, development of data collection instruments, routine data collection, extracting data,

### **Reports to:**

- The STOP NCD MEL co-leads, Dr. Abraham Oduro and Dr. Mary Amoakoh-Coleman

### **Duties and Responsibilities**

The MEL Officer is responsible for:

- Contributing to the design, implementation and ongoing revision of a MEL system that adheres to NIHR guidance and meets the needs of the program for learning, analysis, and reporting;
- Managing and overseeing overall monitoring, evaluation, and learning for the program;
- Leading and managing program-level evaluation of higher-level outcomes and theories of change;
- Initiating and overseeing research and data collection, including by external M&E and learning resources;
- Contributing to and supporting processes for incorporating learning into the program's strategic design;
- Supporting and advising colleagues on activity-level monitoring and evaluation efforts, ensuring quality and consistency across offices;
- Helping identify, analyze, and synthesize lessons learned from program implementation and facilitate the incorporation of those lessons into the activity development cycle;
- Offering technical assistance in the development, selection, and application of MEL processes and tools;
- Overseeing and advising colleagues on information management processes by reviewing data collection efforts, overall data reliability, consistency, and quality;

- Providing input and advice on procurement of external MEL services if needed;
- Training other staff, and local partners where required, on key MEL concepts, tools, and processes; and
- Undertaking, periodic visits to project locations to collect data and/or oversee data collection efforts.
- Contribute to organizational learning through the design of procedures, processes, and systems to encourage and facilitate more effective sharing of program results, approaches, feedback from partners, and lessons learned throughout the organization, using this insight to contribute to the field and shape future programs;
- Strengthen monitoring, evaluation, feedback, and learning practices across the organization through training, workshops, webinars, etc.;
- Create the data infrastructure required for ongoing monitoring, evaluation, feedback, and learning to strengthen strategy and implementation.
- Implement and enhance a monitoring, evaluation, and feedback framework in order to aggregate and communicate program results;
- Collaborate with program officers and directors to synthesize, analyze, and share practices and ideas from grassroots partners' work.
- Increase the organization's standing in the philanthropic community and credibility with public and private donors by improving the organization's ability to collect and document results and program impact;
- Contribute to relevant sections of funding proposals to ensure alignment between partner capabilities and project requirements to articulate outputs, outcomes, and impact;
- Guide and inform periodic reviews and evaluations of particular grantmaking initiatives through contributing to terms of reference, selection, and engagement with in-country consultants and dissemination of findings;
- Any other jobs that maybe assigned by the MEL co-leads or the STOP NCD lead

### Qualifications, Training and Experience

- A masters degree preferred in relevant academic fields including as Public Health, M& E, Statistics, Demography, social science, international affairs or development;
- Ideally a minimum of three (3) years of relevant work experience. Relevant experience includes experience in participatory monitoring, evaluation, and learning; social science research; political analysis; or a related field;
- Demonstrated experience with stakeholder and or community engagement and involvement processes;
- Demonstrated experience with quantitative and/or qualitative research methods;
- Strong analytical skills and writing abilities;
- Experience working in a diverse and fast-paced environment;
- Experience working with donor-funded projects;

- Supervisory experience; and
- Fluency in written and oral proficiency in written and oral English. Working knowledge of French will be an advantage;
- Demonstrated experience with interviews, surveys and focus groups;
- Experience building simple M&E systems;
- Familiarity with no and low cost software applications to support data management, analysis, and visualization such as Microsoft Word, Excel, and/or Access;
- Excellent writing, communication, reporting and presentation skills;
- Familiarity with the link between project design, proposal writing, project implementation and evaluation and learning is helpful;
- High emotional intelligence and the ability to work collaboratively with humility across multiple cultural contexts;

#### Location of Project Office

Ghana College of Physicians and Surgeons, Public Health Faculty /Ghana Health Service, Research and Development Division

#### Conditions of Service

Attractive. Depends on qualification and experience. Will be discussed with candidates who make it to the short list