

# **Vacancy**

## **Monitoring & Evaluation Assistant (1 Position)**

Youth Net and Counselling (YONECO) is local registered NGO that has been operating in Malawi since 1997. As our mission, YONECO is committed to empowering youth, women and children, promoting good health, human rights and democratic culture, adapting and mitigating the impact of climate change and conducting research for evidence-based programming and advocacy. YONECO envisions a self - reliant, healthy, empowered, resilient, responsible, and inclusive society that respects democratic values and principles.

YONECO is inviting suitably qualified and experienced persons to apply for the position of Monitoring & Evaluation Assistant for the Centre for Disease Control and Prevention (CDC) funded project entitled *Addressing Unmet Need in HIV Testing Services (HTS) for Men and Key Populations for HIV/AIDS Services Through Effective Delivery Models in Malawi under the President's Emergency Plan for AIDS Relief (PEPFAR)*. The project supports interventions promoting and delivering HIV prevention, testing, and care and treatment services for men and members of key populations (KPs) in Mwanza, Chiradzulu, and Chikwawa districts.

YONECO intends to recruit suitable and a qualified staff for the vacant position below: -

### **1. Monitoring & Evaluation Assistant (1 Position)**

**Job Title** : Monitoring & Evaluation Assistant  
**Reports to** : Key Populations Officer  
**Location** : Chiradzulu

#### **Job summary**

With Technical oversight from the Monitoring, Evaluation and Research Program Officer, the M&E Assistants will be responsible for the data collection, entry, and validation, and reporting of all project data. In addition, the M&E Assistants will keep track of all project data entered into the database for subsequent analysis. The M&E Assistants will also assist the MER Officer in data quality assurance including routine data validation and verification at sites to optimize data quality. S/he will also provide data management support to M&E Officer including all databases integrity and security.

#### **Responsibilities**

##### **Data Quality Management**

- Conduct routine MER Client level data verification against reports pulled from DHIS2
- Conduct Bi-weekly collection, verification and entry of VAPN data
- Conduct Linkage data verification in all facilities
- Assist in Supervision and mentorship of field staff (HDAS, ECs, PEs, CBDAs,)
- Provide periodic feedback to health facilities on site data management

- Assist in field visit follow-up assessments, routine data quality assurance and verification exercises and supportive supervision visits at site/facility level as necessary
- Provide accurate information to the MER Officer to be used in quarterly, semi-annual and annual program reports
- Assist in research and evaluation activities in the Satellite Office as necessary
- Ensure confidentiality of MER data.
- Responding to day-to-day tablet queries

### **Other Duties**

- Liaise, establish, and maintain productive, effective working relationships with clinic staff at research sites and ensure minimum disruption to normal clinic activities.
- Perform other duties as assigned by supervisor and the Program Manager to ensure the sound functioning of the M&E Unit and achievement of program goals.

All staff irrespective of their position are expected to comply with and follow YONECO operational procedures and policies, and codes of conduct.

### **Qualifications, Experience and Competencies**

- Minimum of national diploma or advanced professional certificate(s) in computing, monitoring and evaluation with at least two (2) years of relevant data management experience, preferably with an organization implementing PEPFAR programming.
- Understanding of global health and development approaches
- Excellent computer skills with good knowledge of MS Access; Proficiency in Microsoft Outlook, Word, Excel, Power point, and web-based applications; familiarity with Stata/SPSS is a plus
- Familiarity with online applications and their deployment.
- Knowledge of Malawi national, zonal and district health management information system.
- Ability to identifying errors and inaccuracies in data reporting
- Excellent organizational skills and willingness to work as part of a team
- Excellent verbal and written English and Chichewa, with the ability to communicate courteously and effectively in both languages
- Ability to work in a fast-paced environment; handle multiple tasks, sometimes with short deadlines.
- Experience working in cooperation with colleagues with a wide range of interests and needs
- Strong decision-making skills and results oriented approach

If you are interested in the position, email your application letter, CV (with three traceable referees) and copies of your certificates to: [recruitments@yoneco.org.mw](mailto:recruitments@yoneco.org.mw) . Please indicate the position you are applying for as the subject of your email.

You can also send by post to:

The Executive Director,  
Youth Net and Counselling,  
P.O Box 471  
**Zomba**

The deadline for applications is July 15, 2024. Only shortlisted applicants will be acknowledged and invited for interviews.

Youth Net and counselling (YONECO) is an equal opportunity employer, has safeguarding measures in place and special groups are encouraged to apply.