



INTERNAL ADVERTISEMENT

To: All Staff

From: HR Department

Date: 13 November 2024

Subject: Internal Vacancy – Monitoring and Evaluation (M&E) Assistant

We are announcing an internal vacancy for the Monitoring and Evaluation (M&E) Assistant position tenable in Chikwawa district. This position supports the CDC-funded project titled “Key Populations for HIV/AIDS Services Through Effective Delivery Models in Malawi under the President’s Emergency Plan for AIDS Relief (PEPFAR).” The successful candidate will begin the role immediately upon selection.

Position Summary

The M&E Assistant will be responsible for assisting with monitoring, evaluation, and reporting activities essential to the success of our HIV/AIDS services project for key populations in Chikwawa District. This role demands strong data management skills, attention to detail, and an understanding of M&E principles to ensure project objectives are met.

Key Responsibilities

- Support the development and implementation of M&E frameworks for project activities.
- Conduct and manage data collection, entry, and analysis to maintain accurate and reliable records.
- Assist in preparing regular progress reports, assessments, and evaluations.
- Work with teams to design and refine data collection tools and methodologies.
- Monitor project activities for compliance with set performance indicators.
- Provide technical support in data visualization and report formatting to facilitate information sharing.

Required Qualifications and Skills

- Diploma in Social Sciences, Statistics, Development Studies, Public Health, or a related field. Those with a bachelor's degree will have an added advantage.
- Relevant experience in monitoring and evaluation, data management, or related roles.
- Proficiency in M&E tools and software (e.g., SPSS, Excel, Power BI).
- Strong analytical skills, with the ability to interpret quantitative and qualitative data.
- Familiarity with data collection methodologies and reporting standards.
- Excellent communication skills and a collaborative, team-oriented approach.
- Detail-oriented and organised, with a commitment to accuracy.

Application Process

Interested internal candidates should submit their application to; The Executive Director, Youth Net and Counselling (YONECO), P.O Box 471, Zomba. Email: recruitment@yoneco.org.mw by **22nd November 2024**. Please include an updated curriculum vitae and application letter highlighting your interest and relevant qualifications for this role.