

JOB DESCRIPTION

Level of employment:	100%
Employment title:	Program MEAL OFFICER
Unit:	FAIRMED Cameroon Program
Supervisor:	Country Coordinator (Program Coordinator in the future)
Subordinates:	Tbc: Project staff
Surrogate for:	none
Surrogate by:	
City, Country	Yaoundé - Cameroon
Duration of contract	12 months (with possibility of extension)
Expected start date	01.07.2023

FAIRMED is a Swiss health development organization with a long history in neglected diseases affecting neglected populations. We are passionate experts in NTDs and public health. We believe in local capacities and all our offices and projects in Africa and Asia are managed by local experts. Our organization is quality and credibility certified and we partner with local and international stakeholders. Via neglected diseases we identify our target population and in a comprehensive approach, considering all health-related factors, we break the vicious cycle of disease and poverty. We act on both, the supply and demand side. On the one side, we are close to the communities, know their needs, and capacitate them and on the other side, we strengthen the primary health care systems which is the first access point to health for our communities. Through our programs we locally change the life of the most vulnerable and globally we contribute our share to universal health coverage and to SDGs with their motto '**leave no one behind**'."

JOB SUMMARY

Program Monitoring, Evaluation, Accountability and Learning, (MEAL) officer will provide technical leadership, oversight, and strategic direction for MEAL activities for FAIRMED projects in Cameroon. Our projects support the National NTD Control Program (for yaws, leprosy, Buruli ulcer, and Leishmaniasis), the Ministry of Health (MOH) to implement activities to strengthen the health system and improve access to primary healthcare services, and the Ministry of Social Affairs to support access to health for the indigenous populations (Baka, Bedzang), and to improve the participation of PWD towards greater respect and promotion of their rights". Under the coordination of the Country Coordinator, supervises and provides technical support to project coordinators and staff, guarantees that staff adheres to schedule, and builds a relationship with all team players in a project. The program MEAL officer will, under the supervision of the country coordinator also have a key role to participate in grant requests and formulate ideas for new projects. The Program MEAL officer will also participate in designing and conducting assessments, operations research, and evaluations to address projects' needs. The Program MEAL officer will liaise with and support government, local, civil society, and partners to implement monitoring and evaluation activities.

Duties and Responsibilities

Section 1 – Monitoring and Reporting

1. Ensure and pay specific attention to data quality and use, the protection of participant data, and confidentiality during all monitoring, evaluation, and research implementation and dissemination processes,
2. Provide monthly feedback on MEAL data in line with project indicators,
3. Ensure appropriate project reporting meets all demands of both internal and external stakeholders,
4. Promote and support the dissemination of project information among the projects team.
5. Established a culture of periodic project reviews including data and log frames reviews,
6. Train and mentor project staff and implementing partners in monitoring and evaluation methods, tools, and systems.
7. The program MEAL will be responsible to support project teams in the data collection, processing, data quality assurance, and reporting following project and program MEAL plans.

Section 2 – Evaluation

1. Ensure continuous assessment of the relevance, coherence, effectiveness, efficiency, impact, and sustainability of FAIRMED project interventions during the project cycle,
2. Lead mid-term and end-of-project evaluations in compliance standards and internal procedures,
3. Support the projects to provide the Ministry of Health with technical assistance to strengthen the country's DHIS2 for the optimal use of routine DHIS2 data.
4. Create and operationalize a system for periodic social evaluations and project participants' evaluations to create a dynamic feedback loop into projects,
5. Create impact evaluation mechanisms for the projects,
6. Ensure relevant data is entered into FAIRMED's MEAL web platform (logalto) which is the organization-wide data management platform designed to capture, analyze, and disseminate project data.

Section 3: Learning

1. Support the organization in establishing a learning and cross-sharing system within FAIRMED Cameroon and with other FAIRMED MEAL colleagues when the need arises.
2. Use data to contribute towards strategic decision-making and project planning,
3. Support and strengthen greater collection, sharing, and use of gender monitoring data, feedback, context analysis, and lessons learned within FAIRMED's Cameroon program,
4. Organise lesson-learned workshops or meetings and provide practical recommendations,

Section 4: Organizational

1. Complies with strategies and procedures governing the program and ensures that the country program is operating at maximum efficiency.
2. Ensure consistency of indicators across projects with the goal of measuring country program performance and achievements.
3. Surveys applications for potential employees and assists in the hiring and training process.
4. Contribute to the project development process to ensure quality of content and integration of FAIRMED project cycle management tools and principles, and alignment with FAIRMED programmatic strategy.
5. Contribute to the preparation and consolidation of the Annual Work Plans to ensure they are aligned with the log frames logic,
6. Finalize and consolidate the technical reports prepared by the project coordinators and controlled by other colleagues before their transmission within reporting timelines.
7. Contribute to the identification of opportunities, grants development of new project initiatives to strengthen the FAIRMED program in Cameroon,
8. Participates in partner meetings and strengthen links with INGOs and/or community stakeholders, existing and potential partner institutions of the projects as well as with the different levels of the Ministries of Health and Social Affairs,

REQUIRED QUALIFICATIONS.

- Master's degree in public health, epidemiology, demography, statistics, social sciences, or related field or equivalent experience
- Minimum 4+ years of work experience in monitoring and evaluating/program officer, multi-year international health sector development projects.
- Proven expertise in quantitative and qualitative data collection and analysis methodologies, implementation research approaches, data visualization, and reporting
- Demonstrated management, coordination, teamwork, and planning skills with proven ability to function effectively with multiple host-country counterparts in both the public, NGO and private sectors.
- Strong technical skills, including the ability to process and analyse data using DHIS2 and one or more statistical software packages, including at least one of the following: SPSS, Epi-Info, Stata, MS Excel,
- Experience hiring and supervising personnel and ensuring they acquire the necessary training and skills to meet evolving project needs.
- Excellent skills and a proven ability to establish and maintain interpersonal and professional relationships with host-country counterparts, and representatives from other key stakeholders such as NGOs, CSOs, and the private sector.
- Demonstrated outstanding leadership, strategic thinking, organizational, team-building, and representational skills.

- Excellent verbal, written interpersonal, and presentation skills in French and English will be an added value.
- Proficiency in word processing and Microsoft Office
- Ability to travel nationally and internationally as needed,
- Prior working experience as a Program or project coordinator for some years,
- Good organizational and time-management skills
- Be an assertive problem solver.
- Illustrates the ability to be well-organized and delegate work where appropriate.
- **Good experience in developing dashboards from databases and data visualisation will be an added advantage.**

HOW TO APPLY

File MUST include:

1. Cover letter addressed to the Country Coordinator
2. CV including 3 professional references
3. Evidence of relevant academic/professional qualifications
4. Proof of professional experience.

You can apply by sending your application to the following address:

recrutementscameroun@fairmed.cm

Mentioning “**Program MEAL Officer – 062023**” in the subject line

Deadline: 14/ 06/ 2023 at 6 pm Cameroon time.

Incomplete applications or applications received after the deadline will not be considered.

Female candidates are strongly encouraged to apply.

NB: Only shortlisted candidates will be contacted.

FAIRMED has a zero-tolerance approach to fraud, sexual exploitation, abuse, sexual harassment, abuse of authority and discrimination.

