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| **POSITION: Monitoring and Evaluation (M&E) Officer** |
| **LEVEL OF EFFORT: Full Time** |
| **SUPERVISOR: M&E Advisor** |
| **Duty station: Windhoek** |

**Roles and responsibilities:**

**Monitoring and Evaluation of KP program(s)**

* Work closely with NAPPA clinics to Ensure timely compilation and submission of data and reports
* Carry out Data verification and provide feedback to implementing partners on issues relate to data quality and timeliness of reporting
* Conduct Data Quality Assessment/audits in the M&E system and at sites in districts
* Prepare reports and presentations to management and donors
* Train and provide M&E support to implementing partners
* Assist in developing and updating of M&E tools including the data collection tools

**Information management:**

* Maintain and ensure regular update of the database and M&E tools
* Maintain the confidentially of the data and provide inputs on data security
* Carry out activities for effective implementation of the DHIS2 system at SFH and in districts
* Train staff and partners on data capturing and updating of the system

**Other tasks:**

* Participate in technical working groups
* Prepare reports and participate in partner review meetings
* Prepare materials and presentation for staff orientation
* Participate in data review and quality improvement processes.
* Participate in multi-disciplinary meetings.
* Participate in relevant operational research.
* Any other duties as assigned by the supervisor.

**Qualification and Skills and Experiences**

* Should be a holder of an Honours Degree in Public Health, Development Studies, Statistics/Population studies with statistics, Bio-Statistics or Demographic statistics
* Have sound knowledge and experience in Sexual Reproductive Health Services, HIV/AIDS field,
* Good understanding of Health programs and key populations will be an added advantage.
* Sound knowledge and skills in Statistical packages and Microsoft Office packages
* Experience and good knowledge of data analysis
* Be able to work under pressure
* Commitment to PEPFAR values and principles
* Excellent interpersonal, analytical and presentation skills