



## Employment Opportunity

### Background

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

IDI has received a five-year transition award entitled USAID Local Partner Health Services-TB Activity. The purpose of the Award is to increase TB case detection and treatment success in Uganda to 90% of all cases and thus contribute to substantial reduction of Uganda's TB burden by 2026. IDI will work through technical assistance to the national TB Program in the three districts of Kampala, Mukono and Wakiso and Regional Referral Hospitals to increase availability, accessibility and utilization of integrated TB/HIV and MDR-TB services.

***NB: Current IDI staff and those working with USAID Defeat TB Project that meet the requirements are encouraged to apply.***

In order to contribute to achievement of the above objectives, IDI wishes to recruit a motivated and competent individual to fill the vacancy below:

**Job Title : Monitoring and Evaluation Specialist**  
**Vacancy Code : MESX001**  
**Classification : Full Time**  
**Reporting : Senior Monitoring, Evaluation and Learning Advisor**  
**Duty Station : Kampala**

### General Summary

The Monitoring and Evaluation Specialist will work closely with the Senior Monitoring, Evaluation and Learning Advisor (SMELA) to oversee the development and maintenance of a comprehensive data system that will successfully measure the impact of LPHS-TB Activity. S/he will also have primary responsibility for constructing data files for analysis, performing statistical analyses, and preparing tables and figures to present the results. In addition, s/he will support the SMELA to monitor progress on program work plans.

### Role & Responsibilities

- Support in the design, development and implementation of the project M&E systems
- Support the identification, adaptation or development of databases that are useful in monitoring key performance indicators



- Ensure timely and accurate collection of data on key project indicators in collaboration with the MEL Officer.
- Initiate data quality checks in all national and donor-supported Information systems and support the development of corrective actions.
- Oversee input, storage and appropriate use of data to track project performance and provide feedback to stakeholders.
- Develop and refine M& E indicators related to the realization of the Activity objectives.
- Oversee completeness and accuracy of data submitted in point of care systems like eCBSS
- Ensure that computer accessories and data are safe from time to time.
- Carry out reviews and development of work plans and log frames.
- Generate updates on key performance indicators regularly and coordinate the implementation of quality assurance and control systems to ensure data accuracy, validity and integrity.
- Support data analysis and generation of summaries in various Microsoft packages to guide stakeholder engagement.
- Construct data files for analysis and perform statistical analyses
- Interpret results and prepare them for presentation both orally and in publishable form
- Build capacity of project and health facility staff in the utilization of nationally recommended TB and TB//HIV HMIS tools and Activity-designed tools as need arises; reporting into the national systems as well as program specific databases.
- Organize and coordinate data validation meetings and ensure the integrity of TB/HIV data reported in national and funder reporting systems.

#### **Desirable Skills & Qualities**

- At least three years of relevant work experience in a similar position.
- Good communication, organization and management skills
- Understands client confidentiality and exhibits a high level of ethical conduct
- Good interpersonal skills and can work in a team
- Has basic computer literacy including word processing, excel, internet and PowerPoint.

#### **Educational requirements**

- Bachelor's degree in Statistics, Quantitative Economics, Health or Social /Behavioural Sciences or any other relevant field
- Postgraduate qualification in Monitoring and Evaluation, Statistics, Biostatistics or any related fields will be an added advantage.



Candidates that meet the above criteria and have what it takes to excel in this position should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **7<sup>th</sup>, December 2021**. Please follow this link <https://idi.mak.ac.ug/hrms> to apply for the position above.

**Key Notes:**

- 1. IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process.*
- 2. Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
- 3. Make sure that your application letter, CV and certificates are attached as one PDF document.*
- 4. Indicate the Vacancy Code as the subject line of your email.*
- 5. Please note that if you DO NOT indicate the vacancy code as instructed above, your application will not be considered.*
- 6. Any form of canvassing will lead to automatic disqualification.*
- 7. Only shortlisted candidates will be contacted.*

**The Senior Human Resource Manager**

**Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus**  
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