

## **Advertisement for the position of MEL Officer- Public Health**

### **American India Foundation**

**Position – Monitoring, Evaluation and Learning Officer**

**Program – Public Health**

**Location: Paderu, Andhra Pradesh**

#### **Background:**

The American India Foundation is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development, with a particular emphasis on empowering girls and women to achieve gender equity. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. Founded in 2001 at the initiative of President Bill Clinton, AIF has impacted the lives of more than 3.1 million of India's poor and aims to reach 5 million by 2018.

#### **Job description:**

You are, primarily, expected to provide comprehensive MEL support as required by AIF staff on all aspects of the MANSI project or more AIF programs and projects in AP, so as to ensure their successful delivery.

#### **Key Responsibilities:**

##### **Program Quality:**

- Designs and implements/integrates MEL within the MANSI program at AP
- Works on creating evidence for advocacy initiatives
- Assists and leads on the development of innovative approaches to MEL
- Support the AIF team in developing, piloting and implementing context- based research and analysis methodologies which can be implemented for programs
- Help program teams with the tracking, reporting and implementation of MEL plans for the MANSI projects as agreed with the program team.

##### **Strategic:**

- Design and coordinate relevant research on programmatic approaches
- Write research reports, working group papers etc.
- Engaging extensively with internal and external stakeholders
- Develop and maintain relations with key stakeholders in the research space, in order to build networks through which to learn and to share programmatic findings
- Support all staff with business development efforts

##### **Cross Functional:**

- Contribute to team-wide communications and knowledge management and MEL, including participating in organisation-wide events and discussions on MEL

**Key activities of the Monitoring, Evaluation and Learning Officer will include:**

- Initiating the Vital Rate Survey in the project mandals, train the field staff and monitor the collection of data.
- Facilitating the development, implementation and strengthening of MIS.
- Undertaking field visits to monitor programs as well as conducting periodic program reviews with government counterparts and other partners.
- Analyse the project data, compile and present in workshops/review meetings, monthly, quarterly, annual reports from time to time and share the output with the Project team as and when required.
- Work closely with the Program Manager, Mandal Coordinators and Community Mentors and maintain up-to-date accurate records on the prescribed Management Information System (MIS) and program indicators at all levels.
- Participate in the meetings of the Partner NGO, Govt. Departments—particularly Health & ICDS department and support the program manager with status reports and data and liaison with block and district level Government officials and others for necessary coordination and data sharing.
- Provide feedback to senior management on a regular basis
- Coordinate with head office , implementing partners and consultants in conducting routine monitoring, baseline, midline, end line surveys, and facility based assessments

**Key Skills and Competencies:**

- Graduate with proficiency in M.S. Office (Excel, Power Point and Word)
- Experience – minimum 2years +
- Fluency in Telegu – essential
- Willing to travel extensively to anywhere in AP and rural India as and when required
- Able to handle work pressures and deliver under tight schedules and the ability to work well in teams.
- An understanding of social/development sector issues in Public Health (focussing on Maternal and Child Health (MCH) issues or RMNCH+A issues) is desirable.
- Attention to detail to effectively make connection between programmatic and organisational strategic priorities and MEL work.
- Clarity of thought, patience, a flexible attitude, a strong ethical orientation, a willingness to learn and take ownership are also required.

**Reporting:** The position will directly report to Program Manager- Public Health, AP

**Other:** Salary commensurate with experience and expertise.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role to [indiarecruitments@aif.org](mailto:indiarecruitments@aif.org) with subject line “**MEL Officer- Public Health**”. Deadline for applications: **July 30, 2017**.

Only applications of short listed candidates will be acknowledged.