



# MINISTRY OF HEALTH

## UGANDA NATIONAL EXPANDED PROGRAMME ON IMMUNIZATION

### REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR THE POSITIONS OF MONITORING AND EVALUATION (M&E) SPECIALIST AND DATA MANAGER

# EMPLOYMENT OPPORTUNITY

The Government of the Republic of Uganda (GOU) has received financial grants from Gavi to support the Immunization Program.

The Permanent Secretary, Ministry of Health (MoH), wishes to invite suitably qualified Ugandan citizens (candidates) to fill the positions of Monitoring and Evaluation Specialist and Data Manager at the Uganda National Expanded Programme on Immunization (UNEPI). Applications should be addressed to the Permanent Secretary, Ministry of Health, P.O. Box 7272, Kampala, and hard copy applications delivered to Room C116 or should be sent by email to [procurement@health.go.ug](mailto:procurement@health.go.ug) not later than 5 pm, 14 December 2021.

Please attach application letter, Curriculum Vitae and copies of all your academic qualifications plus other relevant supporting documents. Applicants who will not hear from the Ministry on completion of the recruitment and selection exercise should consider themselves unsuccessful. The position is on contract basis, renewable upon satisfactory performance.

<b>Title</b>	: Monitoring and Evaluation (M&E) Specialist
<b>Reports to</b>	: Grants Coordinator
<b>Salary Scale</b>	: Competitive
<b>Age Limit</b>	: 30-45 years; demanding high energy and expeditious delivery of targets within assigned timelines.

#### Job purpose

To provide monitoring and evaluation technical support for implementation of the Immunization Program including other donor funded programs. He/She will be responsible for developing an effective M&E Strategy, system and plans. He/she will work with the respective departments of MoH and Health Development Partners to develop applicable; tools, protocols, quality indicators and reports to enable monitoring and evaluation of the Immunization Program.

#### Responsibilities and Accountabilities

The Monitoring and Evaluation Specialist will take responsibility for the following duties.

- Development of an effective M&E Strategy, system and plans for the Immunization Program and donor supported programs in line with the National M&E framework. He/She will also work with the respective departments of MoH and Health Development Partners to develop applicable, tools, protocols, quality indicators.
- Facilitate evidence-based planning for Immunisation services and ensuring that plans are aligned to National Strategic Plans for Immunization.

- Collaborate with Health Development Partners to identify and support proposal development for the immunization Program.
- Build capacity of supported districts and implementing partners to strengthening systems for data collection and management in order to improve accuracy and timeliness of reporting of the immunization Program.
- Coordinate and supervise support supervision to Districts and other Implementing Partners to; improve data collection, recording, reporting and compliance with the set standards.
- Prepare M&E reports for sharing with Management, donors and Health Development Partners. The reports should provide information on the performance against the key indicators included in the M&E Plan.
- Integrate donor supported activities reports into the Health sector report, explain trends and discuss possible interventions with Program Manager and key stake holders;
- In collaboration with the Division of Health Information (DHI) collect, process, and manage data on immunization services, and ensure the data is of high quality for accurate reporting and use in planning, and keeping up-to-date data base.
- In collaboration with the National Medical Stores, collect, process and manage data on immunization logistics and supplies to ensure data is of high quality for accurate reporting and use in planning.
- Review and update tools and formats for data collection to capture data requirements of the Immunization Program, for use in monitoring and reporting.
- Monitor the implementation of the UNEPI and donor funded work plans to ensure that planned activities are fully implemented in time.
- Coordinate the periodic and annual reviews of the Immunization Program in collaboration with the Health Development Partners.
- Update the available online donor portals with the required Country Data.
- Ensure adequate procedures for back up and security of all Program data for both online and archives databases in line with the M&E plan.
- Participate in operational and conventional research useful to inform policy development and program design for implementation.
- Coordinate the implementation of new technologies and other innovative approaches to data management.
- Undertake any other reasonable duties which may be allocated from time to time by the supervisor(s).

#### Work experience and competencies required

- At least 8 years practical experience in developing and implementation of monitoring and evaluation systems with at least 4 years' experience in the health sector.

#### Academic qualifications

- Master's Degree in; Epidemiology, Public Health, Medicine, Biostatistics, Statistics, Health Economics, Pharmacy, or related field.
- Post graduate qualification in Monitoring & Evaluation.
- Bachelor's degree in: Statistics, Medicine, Health Economics, Biostatistics, Pharmacy or related field.

<b>Title</b>	: Data Manager
<b>Reports to</b>	: M&E Specialist
<b>Salary Scale</b>	: Competitive
<b>Age Limit</b>	: 27-40 years; demanding high energy and expeditious delivery of targets within assigned timelines.

#### Job purpose

To develop funding proposals, development of M&E Strategy, support planning, build capacity of health workers and prepare Program Reports.

#### Responsibilities and Accountabilities

The Data Manager will take responsibility for the following duties.

- Support and participate in planning and budgeting for the Immunization program.
- Conduct monitoring of program performance at central and Local Government levels.
- Collate and analyze immunization related databases for action.
- Support development, review and update of M&E Strategy.
- Review and monitor implementation of the UNEPI Annual Integrated Work plan.
- Support UNEPI in logistics quantification, forecasting, ordering, procurement and distribution.
- Prepare mandatory UNEPI reports including: Joint Reporting Format (JRF), quarterly program reports, annual UNEPI report, annual health sector performance reports and the Joint Appraisal Report (JAR).
- Support UNEPI in writing proposals or applications for vaccine introduction, campaigns and other sustainable immunization financing concepts.
- Participate in capacity building of health workers and development and updating of UNEPI guidelines.
- And any other assigned duties.

#### Work experience and competencies required

- Must have a minimum of seven years of experience in data management and at least 3 years' work experience in M&E.
- The candidate should have the following competences:
  - Able to work under minimum supervision
  - Have good computer skills
  - Good communication skill; and
  - Able to conduct field visits.

#### Academic qualifications

- Bachelor of Statistics Degree or its equivalent with a Masters in Epidemiology, or Bio-statistics or Statistics or its equivalent.
- Ability to use DHIS II for Data extraction, performance review and reporting.
- Training in M&E will be an added advantage

#### Knowledge, Skills and Abilities (KSAs) required

- Data analytics skills and proficiency in use of Data analysis software.
- Should be a team player capable of working harmoniously with all teams and constituencies including senior management teams;
- Skills in research and scientific data collection methods;
- Capacity building/training experience is useful;
- Excellent written and oral communications skills with the ability to make presentations;
- Integrity and ethical conduct; well-developed interpersonal skills and communication skills;
- Excellent oral, written, numerical, articulation and communication skills; and
- Ability to multi-task and meet tight deadlines.

#### Procurement Schedule:

The Procurement Schedule is (subject to minor changes) as follows:

	Activity	Date
a.	Publish Bid Notice	1 December 2021
b.	Bid Closing	14 December 2021
c.	Short listing and approvals	17 December 2021
d.	Interviews	6 and 7 January 2022
e.	Award of Contract	14 January 2022

**Note:** Only shortlisted applicants will be contacted. Any form of canvassing shall automatically lead to disqualification of a Candidate.