



VACANCY ANNOUNCEMENT

Position Title: **Programme Officer, Monitoring and Evaluation**

Location: **Abuja, Nigeria**

Organisation Overview:

Stop TB Partnership Nigeria (STPN) is a reputable not-for-profit organization advocating for policies and resources to end TB in Nigeria. The Partnership complements the efforts of the government and other stakeholders through high-level advocacy for policy and domestic resource mobilization from government and private sector, support improved coordination and multi-stakeholder engagement, strengthen capacity of civil society and affected communities, improve linkages and collaboration between TB and other social determinants of health and broader development issues, increase public awareness and knowledge about TB by working with media, entertainment industry and other stakeholders.

The Partnership requires the service of a Program Officer, Monitoring and Evaluation for effective management of its new grant.

Position Overview:

We seek a highly motivated and skilled Program Officer on Monitoring and Evaluation (M&E). The Program Officer will be crucial in designing, implementing, and managing advocacy-focused M & E activities across our projects. This position offers an exciting opportunity to contribute to evidence-based decision-making and continuous improvement within our organization.

Reporting Line: Reporting to the Program Manager

Key Responsibilities:

- Develop and implement advocacy-focused M & E frameworks, systems, and project monitoring and evaluation tools.
- Design advocacy-specific data collection methodologies, including surveys, interviews, focus group discussions, and other qualitative and quantitative methods.
- Coordinate data collection activities, ensuring quality, timeliness, and maintaining ethical standards.
- Analyze and interpret M & E data to extract actionable insights and recommendations.
- Prepare comprehensive M & E reports for internal and external stakeholders, highlighting project achievements, challenges, and lessons learned.
- Collaborate with project teams to integrate M & E findings into programmatic decision-making and planning processes.

- Provide technical support and capacity building to staff and partners on M & E-related activities.
- Design M & E tools during proposal writing and project implementation.

Qualifications:

- A Bachelor's degree or HND in a relevant field, such as Social Sciences, International Development, Economics, Public Health or a related discipline.
- Masters' degree in relevant field will be an added advantage.
- Experience in monitoring and evaluation, preferably in international development or humanitarian projects, is required.
- Proficiency in designing M & E frameworks, developing indicators, and conducting data analysis using statistical software (e.g., SPSS, STATA, etc).
- Strong understanding of qualitative and quantitative research methods, including sampling techniques and data collection tools.
- Excellent communication skills, with the ability to effectively present complex information to diverse audiences.
- Proven ability to work collaboratively in multi-cultural teams and across organizational boundaries.
- Fluency in English, with strong written and spoken English language skills.

Application Instructions:

To apply for this position, please submit the following documents to jobs@stoptbnigeria.org :

- A cover letter outlining your motivation and qualifications for the role.
- A detailed resume/CV highlighting relevant experience and educational background.
- Contact information for at least two professional references.
- Include "Program Officer (M & E)" in the subject line of your email.
- Only shortlisted candidates would be contacted.

Deadline for Application: 15th June 2024.

Stop TB Partnership Nigeria is an equal opportunity employer and encourages applications from qualified individuals regardless of race, ethnicity, religion, gender, disability, or age.