



Position Title: **Program Manager in Monitoring and Evaluation**
Location: **Lusaka, Zambia**
Report to: **Country Director, NASTAD-Zambia**

Purpose and Description

Based full-time in Lusaka, Zambia, this position works with the NASTAD-Zambia Country Director and NASTAD Country Lead, Zambia's National AIDS Council (NAC), the University of Zambia's Center of Excellence in Monitoring and Evaluation (UNZA), CDC/Zambia, and other implementing partners, to strengthen capacity for public health monitoring and evaluation (M&E), and epidemiologic surveillance in Zambia.

Essential Functions

Technical Support:

- In collaboration with NAC, manages implementation of M&E capacity building for decentralized NAC and Ministry of Health (MOH) staff, including:
 - M&E content needs assessment
 - Curriculum planning and development
 - Provision of training (training of trainers), support for cascade trainings, and implementation of post-training evaluation
 - Ongoing and structured formative supervision for provincial-level staff in areas such as district-level supervision, quality management, and data use
- In collaboration with UNZA, manages implementation of M&E Short Course curriculum development including:
 - M&E Short Course program evaluation and content gap analysis
 - Curriculum planning and development
 - Provision of training (training of trainers), Short Course co-facilitation, and implementation of post-training evaluation
- Provides input and ideas for integrated HIV program and epidemic M&E data use
- Actively participates in the National M&E Technical Working Group
- With support from the Country Lead, leads efforts to publish and disseminate M&E resource and reference manuals
- With support from the Country Lead, works with partners to develop capacity for case-based surveillance

Program Management and Administration:

- With direction from the Country Director, assists in developing overall goals and objectives for M&E and surveillance related work for the NASTAD Zambia program
- Proactively maintains, and coordinates relationships with key partners, including NAC, UNZA, CDC/Zambia, and UNAIDS, through the establishment of regular meetings
- Develops annual work plans for partner-driven M&E-related capacity building
- With support from the Country Lead, strategically uses technical support and expertise of U.S.-based TA providers

- Is knowledgeable of NASTAD policies and procedures and adheres to them
- Travels within Zambia as needed

Minimum Requirements

Skills/Knowledge

- Strong experience in applied program monitoring and evaluation and data use
- Good understanding of epidemiologic surveillance methods and data use
- Exceptional organizational skills
- Proficient in group facilitation with demonstrated ability to communicate and collaborate effectively with partners, staff, and colleagues with a high level of tact, diplomacy and confidentiality
- Exceptional ability to work independently and autonomously
- Excellent written and oral communication skills
- Ability to work well with, and support, the work of others
- Proficient in Microsoft Office Suite with strong computer skills, including electronic data systems design and use

Experience/Education

- Proven leadership experience in program monitoring and evaluation
- Bachelor's degree in Public Health, Business or Public Administration, International Development, or other closely related field and 5 or more years experience, or Master's degree (fields as above) and 3 or more years experience; Experience in Public Health preferred

Employer's Rights

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any lawful reason.

How to Apply

Qualified candidates should submit credentials by e-mail only to GlobalHR@NASTAD.org. Subject line should read "**Program Manager M&E, Zambia**". Please include a cover letter with earnings requirement, a resume or CV, and two references, as attachments. No phone calls in reference to this position will be accepted.