

ROLE PURPOSE

Role Title: Monitoring & Evaluation and Research Officer

Division: Global Programs

Location: Islamabad / Lahore Pakistan

Date: August 2023

Employment type: Full Time Permanent with flexible work arrangement

Reports to: Cluster Director

Number of direct reports: None

Leadership Band: Leads Self

Purpose of the role:

The M&E and Research Officer works independently and collaboratively with the program managers and other staff to develop, plan, manage, and implement the various activities in the following areas: organizational program effectiveness, program development, research and evaluation, advocacy, and publications/materials development. She/He should be adept at building and maintaining relationships, communicating effectively, and have strong leadership skills.

The M&E and Research Officer will own the outcomes of:

1. Take lead in designing, coordination and implementation of Monitoring, Evaluation, Research and Learning (MERL) framework for the country on going and new projects.
2. Oversee the qualitative and quantitative outcomes and impacts of the Program and the partners' work, identify challenges and mitigation options and share it with relevant team members of the country team.
3. Build and consolidate our evidence base: Working closely with the country program team and other relevant stakeholder to proactively identify where research & evaluation can strengthen our work.
4. Lead and support the program team to implement M&E Strategy, the key components of which may include: impact evaluation, research, beneficiary feedback, online database (monitoring system) and verification.
5. Review all program documentation to ensure they meet the required quality and ensure compilation and sharing of timely and quality reports.
6. Support and plan the process to form networks with various stakeholders such as development sector donors, Government bodies, NGOs, private sector, research organizations and academic institutions to take forward the Foundation research strategies.
7. Lead and foster the culture of research, analysis and learning within the country team.
8. Keep the track of emerging issues / risks (related to health that potentially impact eye health work) and work with the program team to identify options and prepare them for any possible risk(s).
9. Other tasks as requested by your line manager

Our Capabilities:

As a member of The Foundation Family you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Minimum of five years of progressive work experience, preferably in the development sector with a local or international development organization or research institution or organization;
- Minimum of 2 years of experience in senior officer or management position/ supervisory role
- Demonstrated experience in M&E, Research, Advocacy and program development

Skills:

- Project management skills and ability to meet deadlines and juggle several projects at the same time.
- Excellent communication skills, including fluency in written and spoken English, excellent report writing and documentation skills.
- Excellent knowledge and capability utilizing Microsoft 365, Accelerator.

Desirable Experience:

- Experience in Research and M&E is desirable.
- Strong data management & analytical skills.
- Experience in eye health, neglected tropical diseases e.g. trachoma, or non-communicable disease management is preferred.
- Wide knowledge of health & development concepts.
- Knowledge of health development issues, especially in health systems reforms and advocacy issues an asset

Qualifications:

- Relevant Master's degree (Research, public policy, Health Management,

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does involve "Working with Children" either direct or indirect.

International / Community Development, Public Administration, Sociology, Public health);

Travel:

International and Domestic

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Pakistan and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children