

ROLE PURPOSE: Monitoring & Evaluation Coordinator



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

Employee Assistance Program

You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

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



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Monitoring & Evaluation Coordinator

Division: Programs

Location: Nairobi

Date: May 2021

Employment type: Full time, Permanent

Reports to: M&E Manager

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The **Monitoring & Evaluation Coordinator** is accountable for supporting country teams across The Foundation to engage to a high standard, in The Foundation's monitoring, evaluation, reporting, learning and data quality assurance processes and building a culture of continuous quality improvement across the hub's programs. This position will have a primary portfolio of countries, but work may expand to other countries and global initiatives as required. The coordinator will support country teams to engage effectively with, processes outlined in the MERL framework, and data quality assurance activities. The position will continuously build M&E capacity across countries to ensure the MERL framework is applied and utilised to inform quality improvement.

The **Monitoring & Evaluation Coordinator** will own the outcomes of:

1. MERL processes and systems

- Orient new staff to The Foundation's MERL frameworks, processes, and systems
- Support country teams (and build their capacity) to:
 - develop project M&E plans, in accordance with organisational policy and guidance.
 - design and test data collection tools, as required for project monitoring.
 - design and contract (and in some instances implement) project evaluations, in accordance with organisational policy and guidance.
 - engage in effective and regular reflection and learning activities.
 - analyse and report project results.
 - engage with project and country program results and develop meaningful management responses and reports.
- As required, work with the Monitoring and Evaluation Manager to develop and continually improve The Foundation's monitoring and evaluation standards and practice.

2. Data quality assurance

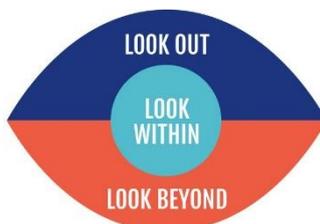
- Support country teams to implement The Foundation's data quality assurance and CQI systems, process and tools in collaboration with the Economist, ANCP team and Grants Manager.
- Support country teams to conduct statistical analysis, with a focus on quantitative data.
- Support country teams to ensure that verifiable, quantitative data is routinely collected and analysed for project improvement.

3. Partner capacity development

- Support country teams to identify opportunities and develop plans to strengthen partner MERL practice, with a focus on Routine Data Quality Assurance.

4. Other tasks as requested by your 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:

- Demonstrated experience designing and using project/program monitoring and evaluation frameworks.
- Experience designing, commissioning and/or conducting project or program evaluation
- Experience in project or program delivery, preferably in an international development context.
- Experience in or understanding of use of data in the health sector
- Experience working across cultures

<p>Skills:</p> <ul style="list-style-type: none"> • Strong technical skills in monitoring and evaluation framework design and implementation. • Experience in data collection, statistical analysis, and quantitative and qualitative evaluation. • Skills in facilitation, and training delivery. • Strong time management, organisational and problem-solving skills, and ability to meet deadlines • Strong interpersonal, oral and written communication skills. • Excellent written communication skills • Relationship building, preferably including cross-cultural communication 	<p>Desirable Experience:</p> <ul style="list-style-type: none"> • Experience with large data management systems, preferably in a health sector context • Experience working internationally and/or across cultures • Understanding of international development and development effectiveness • Experience in evaluation capacity building, including training and workshop facilitation.
<p>Qualifications: Degree in related field (Health, development, etc.)</p> <p>Travel: Occasional domestic and international travel</p>	<p>The position involves: This position is recognised as having “Contact with Children” either direct or indirect This position does not involve “Working with Children” either direct or indirect.</p> <p>Additional Responsibility: Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p>