Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit **www.seedglobalhealth.org.**

Position Summary:

The **Monitoring, Evaluation & Learning (MEL) Advisor** contributes his/her energy, passion, and skills primarily to supporting Seed's MEL efforts in the US and abroad, in a fast-paced office during a time of rapid growth. The position is a full-time position based in Boston, MA. The MEL Advisor leads operational MEL for the organization, providing technical expertise and managing the internal and external dissemination of learning. This full-time position reports to the Director of Monitoring, Evaluation and Learning and works closely with all US and field-based team members.

Duties and Responsibilities:
Responsibilities include the following:

Operational Monitoring, Evaluation & Learning
- Lead the design and development of an operational MEL system across Seed's portfolio of programming, aligned with Seed's program quality standards
- Develop indicators and tools for Seed's global programming to capture activities, outputs and emerging evidence of outcomes, ensuring consistency across countries and programming streams.
- Develop and support the implementation of monitoring systems that systematically track partnership activities and outputs, including training materials and integrating technologies as needed.
- Ensure Seed's partnership work plans have a robust MEL component and successfully execute MEL activities throughout the partnership life cycle - including data collection, analysis, and reporting on

key activity and output indicators, working in close collaboration with Seed staff and in-country partners.

- Compile, analyze, and share data, developing a knowledge base for improved understanding of Seed's programming.
- Provide technical guidance throughout the partnership lifecycle on monitoring efforts, data quality and collection protocols, and documentation of results.
- Assist in providing data for donor reporting requirements, ensuring MEL reporting requirements to donors are met.
- Support the development of new projects and proposals, in conjunction with the Director of Monitoring, Evaluation & Learning, to ensure quality MEL aligned with Seed's MEL standards and practices.

Dissemination of MEL findings
- Lead dissemination of MEL findings for improved understanding of program results and to support evidence-based programming across the organization.
- Collaborate with Program Quality & Management team to facilitate learning around MEL findings.
- Develop and implement systems and/or platforms to share MEL findings and enhance the capacity of teams to actively monitor program progress.
- Develop training materials to facilitate productive use of dissemination systems/ platforms.
- Translate MEL data into infographic and summary formats that illustrate key findings for internal and external audiences.
- Develop and maintain portfolio of standardized MEL findings including documents, graphics and talking points.
- Identify solutions to gather, channel and store MEL-related information.
- Maintain internal access to data and summaries.

MEL Intern Management, as needed
- Supervise interns to ensure quality and timeliness of deliverables.
- Ensure any external internship requirements are met (if applicable).
- Ensure a positive internship experience, providing mentoring and/or making connections with other Seed team members.

Qualifications:
- Masters degree in a related area [social or behavioral sciences, public health, health services research, population health]
- At least 5 years of experience working with international development programming and MEL systems
- Experience in practically implementing MEL activities for a project or program in a low-resource setting
- Strong data collection, management and analysis skills (both qualitative and quantitative), with

experience using R, SPSS and/or STATA preferred

- Proficient with Microsoft Suite and online survey platforms
- Data visualization skills and experience with data visualization software preferred
- Strong writing skills and ability to synthesize MEL findings into clear, concise summaries
- Excellent project management skills, experience in working with remote teams and on collaborative efforts
- Excellent ability to problem-solve and attention to detail
- Passion and commitment to Seed's mission
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds;
- Ability to work collaboratively in a fast-paced and young organization work environment

Working Conditions:

- Will be based in Boston, MA
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day
- Up to 20% travel may be required domestically and/or internationally

Compensation:

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits

Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.