

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

Seed is seeking to hire a full-time staff member to provide Program and Monitoring, Evaluation and Learning (MEL) support to the Uganda office.

Position Summary:

The **Program & MEL Officer** contributes his/her energy, passion, and skills primarily to supporting Seed's Country team in Uganda, in a fast-paced office during a time of rapid growth. The position is a full-time position based in Kampala. The Program & Monitoring, Evaluation & Learning (MEL) Officer (a) coordinates in-country partnership work plans ensuring all components and activities align to achieve stipulated objectives (b) manages the needs of partners and educators including inputs, networks, travel and logistics to ensure Seed Global Health fulfills all commitments set out in the partnership work plan and meaningfully explores new approaches to support partners and educators (c) executes the day-to-day monitoring, evaluation & learning activities for Seed's partnerships in Uganda. This full-time position reports to the Country Director and works closely with domestic and international team members on the Program Quality & Management (PQM), Monitoring, Evaluation & Learning (MEL), and Clinical teams.

Duties and Responsibilities:

In collaboration with the Country Director and respective staff based in the headquarters office, the Program and MEL Officer will undertake the following responsibilities:

Partnership Management

- Support the development of strategic partners for medical, nursing and midwifery education, practice and policy
- Manage the annual partnership work plan and budget development processes and track progress
- Manage day to day partnership activities and implementation, including coordinating trainings, procurement of supplies, hiring of consultants, etc.

- Coordinate the finalization of contracts and agreements (Memoranda of Understanding, partner awards, consultant agreements)
- Coordinate the development of educator scopes of work by liaising with Clinical teams and partner sites
- Maintain a cordial relationship and open lines of communication with key points of contact at partner sites for smooth coordination of activities including needs assessments, ongoing support, and evaluation activities
- Ensure the translation of learning into continuous programmatic learning and revision
- Liaise with colleagues from other countries where Seed is working to learn and share best practices for program quality improvement

Educator management

- Coordinate on-boarding of all new educators, including field-based orientation training and logistics
- Prepare educators and their in-country collaborators for a meaningful collaboration through cross cultural, technical and contextual orientation in the form of workshops, immersion activities and regular communication
- Coordinate in-country travel and safety and security logistics for educators, including selecting and securing housing accommodations in accordance with Seed security standards, and resolution of any issues or concerns
- Manage educator-related logistics including health and wellness resources, educator work permits and professional licensure
- Develop and coordinate educator reflection and recognition activities

Reporting and MEL

- Execute day-to-day MEL activities outlined within Seed Uganda's partnership work plans to ensure their successful completion, in close collaboration with Seed staff and in-country partners
- Facilitate the collection, compilation and reporting of partnership monitoring data across Seed's partnership work plans in Uganda
- Work closely with Seed's Boston-based MEL team to produce the needed tools and templates to document program activities and outputs, and to develop effective mechanisms that creatively disseminate those findings
- Contribute to partnership reporting, data, and documentation requirements for continuous quality improvement and learning, in collaboration with the Program Quality and Management (PQM) and MEL teams
- Preparation of program and donor reports
- Work with Seed teams to disseminate program highlights and learning both internally and externally
- May also support additional MEL activities as needed, in coordination with Seed's Boston-based MEL team

Country office support

- Perform such duties as they may arise in the country office including but not limited to providing coverage for other staff members

Qualifications:

- Bachelor's degree from a recognized university with post graduate training in project management and MEL or commensurate experience. Master's in public health or MEL desirable
- At least 5-7 years of experience working within an NGO, preferably on health systems strengthening programs or health professionals' education
- Experience with program implementation and monitoring, tracking work plans and budgets, and assessing progress
- Excellent project management skills, proficiency with project management software (e.g. SharePoint, Asana) a plus
- Knowledge of MEL principles, including developing and tracking indicators, data collection and analysis, preferred
- Highly proficient with Microsoft Office suite
- Excellent ability to problem-solve and attention to detail
- Excellent analytical, writing and synthesis skills
- Comfortable working with remote teams and on collaborative efforts
- English proficiency – both verbal and written
- Passion and commitment to Seed's mission
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility, adaptability & initiative
- Demonstrates 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
- Applicants should be Ugandan nationals

Working Conditions:

- Will be based Kampala, Uganda
- Will be based in an office environment
- Will be expected to travel domestically several times per year up to 40% of the time

Compensation:

Competitive base salary commensurate with experience, as well as health insurance and related benefits.

Mode of Application:

Interested applicants should apply online at: www.seedglobalhealth.org/about/jobs

Closing date for applications is October 12th, 2018

Only shortlisted candidates will be contacted for interviews.

Seed is an equal opportunity employer.