Seed Global Health Zambia

Monitoring, Evaluation, and Learning Manager

About Seed Global Health

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems, but solve for tomorrow's.

Position Summary

As the Monitoring, Evaluation & Learning (MEL) Manager based in Zambia, this position will play a pivotal role in guiding MEL activities, ensuring quality reporting, and facilitating continuous learning. Reporting to the Country Director and in close collaboration with Seed staff and in-country partners, the MEL Manager will support the management of the monitoring, evaluation and learning activities and systems for the Zambia country team, oversee the collection, analysis, and management of all partnership monitoring data, lead data-driven learning and knowledge sharing, reporting and communications, and provide the training and support to key stakeholders.

Duties and Responsibilities

Overall MEL Management
- Support development and implementation of MEL workplan and frameworks for Zambia, including monitoring plans, evaluation scopes & terms of reference, learning plans, and data management plans in close collaboration with Central MEL team.
- Coordinate and manage evaluations and other assessment types, including design, hiring and oversight of consultants
- Hire, train and manage data consultants or research assistants where needed for MEL activities
- Conduct regular capacity building and training for Zambia team, other project staff, and partners in line with MEL best practices and values

- Contribute to the Global MEL Community of Practice
- Support additional MEL activities as needed, in coordination with Seed's Global MEL team

Data Management Responsibilities
- Develop the needed tools and templates for data collection, including design of surveys and customization of validated tools
- Identify key indicators from existing data sources/registers (from MOH/partners) that we can use to report our progress.
- Conduct or lead data collection; where necessary hire and manage additional assistants to support data collection
- Develop key indicators (process, outcomes and impact indicators)
- Implement enhanced systems for data quality assurance & validation
- Lead the development and implementation of team data management systems, including storage, cleaning, and automation
- Lead the development of data visualization tools and dashboards to enhance data accessibility and understanding within the organization.
- Lead the analysis of monitoring & assessment data, as needed
- Lead the development of QI initiatives and pilots

Dissemination and Learning
- Support data dissemination and review process for internal staff, partners, and other stakeholders
- Facilitate learning at the partnership, cross-partnership and country levels to promote a culture of learning
- Collaborate with the MEL, Development and Communication teams to support the timely and accurate reporting on program data and progress
- Support the preparation of donor reports and other communication materials
- Lead the preparation and presentation of partnership MEL quarterly review meetings for Seed Zambia.

MEL Support and Capacity Building
- Provide training and direct support to partners to build their MEL capacity (i.e. on MEL concepts, methodologies and data collection)
- Develop and maintain effective working relationships with partners and other stakeholders, including national, regional, district and institutional M&E partners
- Liaise with partners to coordinate and ensure the timely collection and reporting of data
- Conduct site visits to collaborate with partners on MEL work and support improvements in MEL management areas

Key Functions & Competencies
- Demonstrated understanding of learning and adaptive management principles
- Demonstrated understanding of facilitation and training best practices for adult learners
- Experience with training others in MEL principles and capacity building of partners
- Understanding and demonstrated experience in data quality and quality assurance best practices
- Familiarity and experience with current and innovative approaches in MEL
- Experience managing monitoring work plans and coordinating evaluations

- Comfort with software analysis tools and data management systems
- Detail oriented
- Familiarity/Experience with working with Ministry of Health
- Experience with database development and management
- Experience with data analysis
- Familiarity with equity based approaches monitoring, evaluation, and learning

Qualifications

- Bachelor's degree in a relevant field such as public health, social sciences, economics, or related field. Master's degree preferred.
- At least 5 years of relevant experience in MEL or related fields.
- Familiarity with M&E tools and methodologies, including data collection, management, and analysis
- Strong quantitative and qualitative data collection and analysis skills (with experience using statistical software and other tools and techniques).
- Strong writing skills, with the ability to produce clear and concise reports and presentations.
- Experience in designing and implementing evaluations and assessments, ability to manage data collectors as needed.
- Strong project management skills, including the ability to manage multiple tasks and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.
- Experience working on international non-profit programs preferred.
- Excellent problem-solving skills and attention to detail.
- Excellent analytical, writing, and synthesis abilities.
- Fluency in English required

Working Conditions

This is a full-time in-person position and will require occasional travel to partnerships locations as needed.

Compensation

Salary will be commensurate with qualifications and experience.