



## **Helen Keller International Job Announcement**

### **Monitoring & Evaluation Associate, Neglected Tropical Diseases** *(Washington, DC)*

Helen Keller International (HKI), co-founded in 1915 by our namesake, is committed to saving and improving the sight and lives of the world's vulnerable by combating the causes and consequences of blindness, poor health, and malnutrition. We envision a world where no one suffers from malnutrition, disease, preventable vision loss, or blindness. HKI is well known and respected in the global health and development sectors for our expertise in translating science and research into innovative, effective programs. Our programs empower millions of people to achieve their potential through the delivery of preventative and curative solutions in eye health, nutrition, and neglected tropical diseases. Headquartered in New York City, Helen Keller International works in 19 countries across Africa and Asia, as well as in the United States.

HKI is seeking a Monitoring & Evaluation (M&E) Associate to join the USAID funded Act to End NTDs | West program team.

#### **Background**

The U.S. Agency for International Development (USAID), through the Act to End Neglected Tropical Diseases | West program, supports 11 predominantly West African disease endemic countries to control and/or eliminate neglected tropical diseases (NTDs) with proven, cost-effective public health interventions. Building on the successes that have been achieved through previous USAID investments to expand national, integrated NTD programs, Act to End NTDs | West will continue to support countries to achieve elimination of trachoma, lymphatic filariasis and onchocerciasis (where feasible), and to leverage the drug donations needed to control schistosomiasis (SCH) and soil-transmitted helminths (STH) through sustainable, country-owned programs. FHI 360 is the prime implementing partner on the 11-country Act | West award.

As a key consortium partner to FHI 360, HKI directly oversees implementation in six of the eleven Act | West countries. HKI has established itself as a leader in the global efforts to control and eliminate NTDs and is currently the recipient of USAID funding to provide technical assistance to the Ministries of Health in their management of National NTD Control Programs in six countries: Burkina Faso, Cameroon, Guinea, Mali, Niger, and Sierra Leone.

#### **Functional Relationships**

Reporting to the HKI M&E Specialist, NTDs, the M&E Associate will work closely with HKI colleagues, particularly the Act West project team, with members in New York City, London and Dakar, and will liaise frequently with country office NTD staff in West Africa. The M&E Associate will also work with the FHI 360 Act | West MEL Team (DC and remote) of which he/she will be a member. The FHI 360 Act | West MEL Team's priorities are set by the FHI 360 Act | West MEL Director and the annual Act | West MEL Plan.

HKI has a matrixed reporting structure that respects both the line management and authority within country office and global management hierarchies; and the accountability and oversight duties of the many subject matter experts that support our country offices, including the Act West project team. Regular communication and a spirit of team work among colleagues, both hierarchically and laterally are essential to make this structure thrive.

## Scope of Work

The M&E Associate is responsible for providing technical and organizational support to HKI Country Office M&E staff for data collection and data management of activities implemented under the Act to End NTDs | West project. The majority of data reporting is quantitative and relates to Mass Drug Administration (MDA) campaigns to treat NTDs or assessment results confirming the presence of NTDs.

The M&E Associate will be accountable for the provision of accurate, timely and complete data reports from the countries under HKI's part of the portfolio. This will include inquiring about, reviewing, and troubleshooting data management activities from the NTD programs within each country's Ministry of Health and the in-country HKI offices. The M&E Associate will be the primary point of contact for the HKI country office and the MOH staff regarding use of the NTD integrated database and other M&E tools. He/she will also be responsible for strengthening the capacity of HKI country offices, providing training where needed and appropriate, in collaboration with and at the direction of the FHI 360 MEL Director and the HKI M&E Specialist.

The successful candidate will be seconded to FHI 360 and work at their Washington, DC office in close collaboration with the FHI 360 MEL team, and HKI's M&E Specialist, also seconded to FHI 360.

## Responsibilities

### Data Management and Reporting

- In collaboration with HKI's country office staff and FHI 360's MEL team, promote high quality and timely data reporting from each of the supported countries.
- Upon receipt of country data reports, collate, scrutinize and visualize data according to reporting needs (monthly, annually, or *ad hoc*).
- Fulfill *ad hoc* data requests from our partners and donors
  - Assist in the roll out of tracking tools to assess progress and support timely and quality implementation and monitoring;
  - Provide remote and in-country assistance to ensure M&E activities are technically and operationally sound;
  - Support country offices in the preparation and review of applications for drug donations and elimination dossiers;
  - Upon request, provide supplemental review of protocols and reports for disease-specific assessments, Data Quality Assessments, coverage surveys, etc.
- Encourage and troubleshoot the in-country use of NTD M&E tools including the WHO NTD integrated database software, the data for action guide (DAG) and the data quality assessment (DQA).
- Contribute content and translation support to the development and implementation of new Act to End NTDs | West M&E training materials and data reporting requirements.
- Introduce country office staff to a new, USAID-wide database for NTD data including testing and providing feedback on new USAID-wide database

- Encourage HKI country office staff to support MOH in using data for decision-making. This includes conducting quantitative analyses and data visualization, guiding in-country staff to do the same, and following up on decisions resulting from those analyses.
- Provide in-country support for HKI country offices and MOHs (if necessary) in troubleshooting and problem-solving in the general implementation of the Act to End NTDs | West portfolio.

### Knowledge Building and Sharing

- Track and collate the experiences across HKI's country offices implementing Act to End NTDs | West activities and synthesize lessons-learned for review by senior staff. Disseminate final results and best practices.
- Provide content and translation/administrative support towards the creation of survey questionnaires, reports, and abstracts
- Provide analyses of M&E data to senior staff - as well as other key lessons learned for dissemination through HKI's NTD Community of Practice and for Act to End NTDs | West forums such as webinars, annual meetings, etc.
- Identify areas for improvement in data collection methods and contribute to the use of data for strategic decision-making.
- Participate in webinars/discussions on M&E topics and engage Act to End NTDs | West M&E staff in country offices to participate in regular discussions of M&E methods and lessons.
- Engage in problem solving M&E challenges with country office colleagues, facilitating the country office teams to find solutions to M&E problems.
- Travel to country offices to provide in-service training to HKI country office staff and MOH as assigned; work with senior level NTD program staff to troubleshoot and implement solutions.

### **Qualifications**

- Master's Degree in public health, public administration or related field required, plus a minimum of 2 years of relevant work experience, or equivalent combination of education and experience.
- Experience and formal training in quantitative/qualitative analysis, data management and program M&E is required
- Knowledge of Microsoft software products, including strong Excel skills is required; use of data analysis software/languages preferred (e.g. Stata, SAS, R, SQL)
- Proficient oral and written French and fluent written and oral English is required.
- Knowledge of reporting procedures, best practices, guidelines, methods and approaches for M&E is a plus
- Ability to undertake international travel (approximately 15%).
- Experience working overseas required; knowledge of the Africa region and NTD programming is preferred.
- Ability to communicate effectively and respectfully across cultures including:
  - asking for information in a way that is very clear and specific
  - interacting with internal and external colleagues
  - sensitive communication with MOH staff when addressing problem-solving activities
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure with a positive attitude, as a part of a global team.

- Ability to perform duties that require very close attention to detail and synthesize large amounts of information simultaneously.
- Knowledge of USAID rules and regulations is preferred.
- Residence in or willingness to relocate to Washington, DC

## **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org) noting the position title in the subject line. Applications will be accepted until the position is filled.

**In the spirit of our namesake, Helen Keller International  
is dedicated to building an inclusive workforce where diversity is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or at:*

*Tel: 646-356-1789; Fax: (212) 532-6014*