

JUNE 25<sup>th</sup>, 2025



## **MONITORING AND EVALUATION OFFICER (1 POSITION)**

**DEPARTMENT: STRATEGIC INFORMATION AND LEARNING**

**BASED AT: CENTRAL REGION OFFICE - NTINDA**

**REPORTS TO: STRATEGIC INFORMATION AND LEARNING COORDINATOR**

**START DATE: AUGUST 2025**

### **WHO WE ARE**

Population Services International (PSI) Uganda is a public health international non-profit organization that works to improve the health and lives of Ugandans. By approaching care from the consumers' perspective, PSI Uganda provides life-saving information, products, and services to tackle some of the country's most pressing health problems so that people can lead healthier, happier, and more productive lives. Using the market development approach and targeted social behavior change, PSI Uganda works to shift policy and funding, shape mixed health systems, and strengthen the public and private health sector across the country. Our work complements that of our line ministry, the Ministry of Health (MoH) and other implementing partners. Our origins in sexual and reproductive health (SRH) have grown into a broader mission. For the past two decades, we have implemented various programs in maternal and child health, urban health, HIV/AIDS, WASH, malaria, digital health, social business, supply chain management of health commodities, among others. Increasingly, we work with consumers, local communities, market actors (private sector) and the Government of Uganda (through the MoH) to diagnose problems together, generating insights to design solutions that strengthen Uganda's healthcare system for the long term.



## Join us!

We are looking for a suitable candidate to take on the role of **Monitoring and Evaluation Officer**.

This position will play a key role in supporting the monitoring and evaluation activities of the DISC project. The incumbent will be responsible for supporting, designing and implementing M&E systems, collecting and analyzing data, and generating reports to track project progress and ensure accountability and learning.

## Your contribution

1. Support development and roll-out of M&E related initiatives e.g. Research protocols, M&E plans, data systems, tools, templates, procedures, e-data collection tools, programming, GIS, guides in line with data needs and track compliance in use of data collection and reporting tools by staff and partners.
2. Coordinate data collection activities, including training data clerks, research assistants, supervising data collection, and ensuring data quality and integrity.
3. Build the capacity and provide continuous mentorship to health facility and district staff on use of HMIS tools, proper data management analysis and use of data to support decision making at health facility and district level.
4. Conduct joint monitoring and DQA visits with the district staff and other stakeholders and ensure conformance of the program implementation inline to the program objectives, work plans, budget and expected results.
5. Process and consolidate raw quantitative and qualitative data from routine forms, questionnaires, interview notes and other data collection instruments.
6. Collaborate with project teams to ensure that M&E findings are utilized for programmatic decision making and adaptive management.
7. Conduct district based critical reflection and learning activities and document and disseminate best practices and reports to relevant stake holders.
8. Prepare regular M&E reports, dashboards, and presentations for project stakeholders, including donors, partners, and internal teams with support from the M&E Coordinator
9. Support procurement planning and acquisition of MEL related supplies and develop distribution & reconciliation trackers.

## What are we looking for?

- Bachelor's degree in public health, epidemiology, social sciences, statistics, Population Studies, demographic and reproductive health or a related field.
- Postgraduate diploma in M&E is an added advantage.



- Minimum of 3 years of experience in monitoring and evaluation, preferably in the SRHR sector or related field.
- Demonstrated experience in designing and implementing M&E systems, including data collection, analysis, and reporting.
- Experience using management information systems (e.g. DHIS2) and data analysis and visualization tools (e.g. Power BI) and Spatial data analysis and presentation.
- Strong knowledge of excel and Access with a demonstrated skills in use of statistical analysis software (e.g., SPSS, STATA, R).
- Strong analytical and problem-solving skills, with the ability to interpret complex data sets and generate actionable insights.
- Excellent written and verbal communication skills, with the ability to communicate technical information to diverse audiences.
- Experience working with donor-funded projects and familiarity with donor reporting requirements.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively.

### Key Competencies:

- **Monitoring and Evaluation Skills:** Knowledge of M&E concepts, frameworks, and best practices. Ability to develop M&E plans, indicators, and tools to track project performance and outcomes.
- **Data Management:** Ability to design, collect, manage, and analyze quantitative and qualitative data using appropriate methodologies and tools.
- **Analytical skills:** Strong analytical skills with the ability to interpret complex data sets, identify trends, and draw actionable insights and conclusions. Capacity for critical thinking and problem-solving.
- **Report Writing:** Excellent written communication skills, including the ability to prepare clear and concise M&E reports, dashboards, and presentations for diverse stakeholders. Attention to detail and accuracy in reporting.
- **Interpersonal Skills:** Strong interpersonal and intercultural communication skills, with the ability to work collaboratively in a multicultural team environment. Capacity to build positive relationships with colleagues and partners.
- **Adaptability:** Flexibility and adaptability to changing project needs and priorities. Ability to work effectively in dynamic and fast-paced environments, adjusting plans and strategies as necessary.
- **Ethical Conduct:** Commitment to upholding ethical standards in data collection, analysis, and reporting.
- **Respect for confidentiality, privacy, and informed consent** in all M&E activities.



**The Candidate we hire will embody PSI's corporate values:**

- **Measurement:** Evidence, research. metrics and evaluation inform our choices.
- **Pragmatism:** We strive for excellence, but useful and timely are better than perfect
- **Honesty:** We act with integrity, share what we achieve, and admit when we fail
- **Collaboration:** Active partnering drives impact
- **Trust:** We have confidence in our people to make good decisions
- **Commitment:** We build local capacity and programs that last.

Prospective candidates are kindly requested to complete the application form available at <https://psiu.hrmagic.co/careers> and attach the following;

1. Updated Curriculum Vitae
2. Cover letter with inclusion of your salary expectation
3. Certified academic documents

**Please note, all attachments should be in PDF format.**

**The deadline for receiving applications is Wednesday July 2nd, 2025**

**Applications received will be reviewed on a rolling basis, so we encourage you to submit your application as soon as possible.**

**Only shortlisted candidates will be contacted.**

*PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status. **Persons with disabilities are highly encouraged to apply***

***Please note PSI Uganda does not solicit funds during any recruitment process.***

