



THE REPUBLIC OF UGANDA
MINISTRY OF EDUCATION AND SPORTS

JOB ADVERT

1.0 Background

The Ministry of Education and Sports is implementing a Global Fund grant to fight HIV/AIDS, TB, and Malaria. The programme is being implemented through a multi-sectoral approach involving the three-line ministries and CSOs; Ministry of Health (MoH), Ministry of Education and Sports (MoES), Ministry of Gender Labour and Social Development (MoGLSD) and The AIDS Support Organization. The Education Sector's component is to Strengthen School Health/HIV Prevention Program geared towards keeping girls in schools. The programme is being implemented in 20 intervention districts.

Accordingly, the Ministry of Education and Sports invites suitably qualified and experienced individuals to apply for the position of **Monitoring and Evaluation (M&E) Officer** under the Health/HIV Unit.

2.0 Job Descriptions and Person Specifications

Post: Monitoring and Evaluation (M&E) Officer

Reports to: The Director, Basic and Secondary School

Duration: Seven (7) months, renewable subject to satisfactory performance

Duty Station: Ministry of Education and Sports Headquarters (MoES)

No. of Positions: One (1)

Key Duties and Responsibilities

The main responsibilities and duties of the Monitoring and Evaluation

Officer are to:

1. Manage the overall M&E activities for Global Fund programme at MoES;
2. Plan and track activities within MoES AGYW M&E framework;
3. Conduct Data Quality Assessments (DQAs) on EMIS-related data;
4. Provide M&E technical support for program operational strategy;
5. To carryout Routine and non-routine data collection of MoES AGYW tied indicator data (e.g., Training);
6. Develop and update the M&E plan inclusive of the Performance Monitoring Plan (PMP) of Global Fund grants for tracking progress and evaluating outcomes and impact on the implementation of MoES AGYW activities
7. Monitor and inform programme implementation progress, preparation and DQA of Program Updates and Disbursement Requests (PUDR) reports.
8. Spear head the Joint Annual Review Programme and participate in the overall planning of Education Sector monitoring
9. Provide information for reporting on the Education Sector performance in line with the AGYW program objectives.
10. Maintain and regularly updates MoES Global Fund assets register.
11. Train District Education Officers and headteachers in the MoES AGYW frameworks, methods and tools
12. Facilitate training and development activities that provide coaching and mentoring
13. Prepare M&E quarterly progress reports for MoES AGYW programme, monitoring and evaluation initiatives for internal and external use.
14. Participate in training and orientation of AGYW Implementing Partners in schools

15. Prepare financial reports on quarterly basis for Global Fund supported activities
16. Any other duties as may be assigned from time to time.

Qualifications, Skills, and Experience

- Honors Bachelor's Degree in Statistics, Public Health, Management Science, Social Sciences, Development Studies, and Quantitative Economics is a must.
- Postgraduate Qualification in Project Planning and Management or Monitoring & Evaluation is a must.
- Demonstrable knowledge and experience in M&E, Data Management & Research, Quality assurance and must be able to apply the use of GIS Tools, Education Management Information Systems and Health Information Systems.
- Should have a minimum of 5 years of working experience in a similar role in the Education Sector, health sector international, National NGOs/donors or Government.
- Extensive experience in training of trainers, developing functional Monitoring and evaluation systems, M&E plans for health programs, DQAs, research, training, supervising M&E teams and managing M&E activities.
- Proven teamwork, Analytical skills (condense large data volume into analytical trends to achieve accurate results, ability to apply logical thinking in order to break complex problems into relational component parts)
- Excellent writing, oral and visual presentation skills; training skills. Ability to track and assess priorities and competently complete a variety of activities with a high level of accuracy and timeliness.
- Excellent numeracy, organizational skills, and attention to detail. Ability to initiate and implement activities with hard work, and dedication with minimal oversight and supervision.

- Proficiency in Statistical packages (SPSS, STATA, etc.), MS Office (Advanced Excel [pivot, dicers and slicers], Word, PowerPoint, etc.) and Internet.

3.0 How to apply

Applications are therefore invited from suitably qualified candidates to fill the vacant position as specified in the job description above. All applicants should attach photocopies of their certificates and transcripts, curricula vitae, referee letters, plus recent passport size photograph.

Eligible female candidates are encouraged to apply. Only short-listed applicants shall be contacted for the interview and final selection process.

Deadline for submission: 17th May, 2023, 5:00pm East African Standard Time.

Applications, quoting the job reference, should be addressed to:

The Permanent Secretary, Ministry of Education and Sports,
Floor 4 Room 4.10, Embassy House, King George VI Way,
P.O Box 7063, Kampala, UGANDA

Hard copies should be hand delivered to
Security Registry (Floor 4, Room 1), Embassy House

Electronic submissions should be made to hrm@education.go.ug. All applicants should quote the job reference, and ensure that the submission package is as concise as possible, not exceeding 5MB.

Ssekabembe Ronald Kiberu

FOR: PERMANENT SECRETARY