

CAREER OPPORTUNITY

Group for Technical Assistance (GTA) is a non-profit organization that focuses on enhancing health, education, and empowering locals for sustainability. GTA strives to build healthy, educated communities through effective projects, sound strategies, efficient processes, and successful partnerships.

GTA Nepal invites applications from qualified and experienced Nepalese citizens for the below position:

Position: Monitoring and Evaluation (M&E) Officer (Based in Kathmandu)

Position Description:

Under the overall guidance of the Team Leader and Program Coordinator, the M&E Officer will be responsible for monitoring and evaluating GTA Nepal's project "**Gavi Measles RDT pilot project**". This role involves designing and implementing M&E activities, preparing reports, analyzing data, and collaborating with stakeholders.

Specific Functions and Responsibilities:

1. Develop monitoring and evaluation frameworks for projects.
2. Monitor project activities, and progress towards outcomes.
3. Communicate project expectations clearly to team members and partners.
4. Collect, compile, and analyze data for monitoring purposes.
5. Supervise program activities to ensure high standards and adherence to plans.
6. Analyze program data and provide feedback to the program team.
7. Prepare presentations on program progress for various meetings and forums.
8. Conduct monitoring visits to program districts and document progress.
9. Provide technical support for project implementation.
10. Lead the learning component of the project and share insights with stakeholders.

Position Requirements:

- Master's degree in social science, Public Health, Development Studies, or related fields.
- Minimum 3 years of experience in M&E roles within projects.
- Ability to design M&E tools, surveys, surveillance systems, and evaluations
- Proficiency in managing and utilizing Google Sheets and the Kobo Toolbox
- Strong interpersonal skills and proven ability to work independently and in a team environment.
- Strong communication skills in Nepali and English.
- Flexibility and ability to work under pressure.
- Advanced computer skills (Microsoft Windows, Word, Excel, PowerPoint, Outlook, and Internet).
- Ability to prioritize and critically analyze information and write reports effectively.
- Willingness to travel to municipalities/wards across the respective district.
- Sound skills in manuscript writing

Inclusive Policy:

GTA encourages applications from women, people with disabilities, ethnic minorities, and marginalized communities.

Application Process:

Interested candidates meeting the above requirements are encouraged to submit their CV and a cover letter explaining their suitability for the position to hr@gtanepal.org by **25 June 2024**.