



COPTIC HOSPITAL

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JOB OPPORTUNITY

Job Title: M & E Officer (For our Industrial area and Maseno Clinic)

Duties & Responsibilities

- Assist in monitoring and Evaluation, and ensuring quality assurance of HIV prevention, care and treatment programs in the satellite clinics
- Lead the Continuous Quality Improvement activities at their sites
- Ensure that data is accurately, completely and timely documented for all service areas
- Lead in development of new data collection tools and revision of existing ones
- Conducting regular trainings on data capture tools
- Ensure that their respective database is up to date.
- Perform cohort analyses as needed
- Provide feedback to the Project Manager on project strategies and activities
- Submit monthly reports to the M&E Advisor in a timely basis
- Discuss the progress with HODs during weekly meetings.
- Assist in full implementation of an EMR system for their respective sites
- Support site staff to come up with research questions for analysis
- Perform any other duties assigned by the supervisor

Qualifications

Essential	Desirable
Professional Qualification <ul style="list-style-type: none"> • Bachelor's degree in Statistics or any social/ natural science discipline • Knowledge and understanding of program monitoring and evaluation • Understanding of the current M&E trends and especially M&E systems • Knowledge of SPSS software • Data Analysis skills 	<ul style="list-style-type: none"> • Master's degree in Statistics or any social/ natural science discipline • Experience in HIV programming • Knowledge of research methods, Protocol development and research ethics • Experience using EMR
Experience <ul style="list-style-type: none"> • Minimum 4 years' experience in monitoring and evaluation • Experience of field data collection • Experience of report writing • Handling data through SPSS 	<ul style="list-style-type: none"> • Experience conducting M&E for HIV programs • Experience of conducting research • Experience in use of data for programming
Skills <ul style="list-style-type: none"> • Monitoring and evaluation techniques and processes • Data collection and management • Analytical and research skills • Good command over report writing in English • Good interpersonal skills • Excellent computer knowledge with command 	<ul style="list-style-type: none"> • Communication skills for presenting monitoring findings

Application procedure:

If you meet the minimum requirements, submit your application & CV through email to jobs@coptichospital.org or drop your application letter in HR office indicating the position you are applying on or before 5th December 2016.

Coptic Hospital is an equal opportunity employer and promotes gender equality and does not charge for any kind of recruitment. Canvassing will lead to automatic disqualification.