

**Vacancy Notice for the Post of  
Monitoring & Evaluation (M&E) Officer-Anti Malaria Campaign  
Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM)  
Ministry of Health & Indigenous Medicine  
555/5, Elvitigala Mawatha, Colombo 05**

The Ministry of Health has received a grant from the Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM) to strengthen the National Programme for the control of malaria in Sri Lanka.

Director GFATM Project calls applications for the Post of Monitoring & Evaluation (M&E) Officer on contract basis in the National Malaria Elimination Programme (Anti Malaria Campaign).

**Duties and Responsibilities:**

- Assist the Programme Director to provide programmatic, financial and technical guidance to program staff incorporating relevant M&E systems into project based needs, donor requirements, resources & capacities.
- Monitoring donor compliance requirements and reporting to the Programme Director
- Provide support to program staff to ensure that data are gathered & recorded in a timely, reliable & cost-efficient manner.
- Provide support to the program to ensure that data collection and reporting is aligned to contractual technical targets and performance parameters
- Review & ensure the accuracy & completeness of project reporting, produce initial statistical analysis, & review & update existing data base.
- Provide input & support in the design & implementation of program surveys, midterm & end of project evaluations special studies, & additional tools using a range of quantitative & qualitative methods & various participatory methodologies to monitor performance.
- Routinely quality assurance all aspects of M & E, record & report physical process & performance of findings compared to targets.
- Review and provide to the Programme Director complete program updates in accordance with the budget and performance framework contracted with the GFATM
- Guide the sharing of outputs of finding to ensure that lessons learned from program evaluations influence future program selection, design & implementation.
- Participate in the development, regular revision, & updating of the information system so that progress can be monitored, problems identified & impact assessed accurately.
- Support external evaluation missions.
- Participate in & support the overall strategic goals of the GFATM grant.
- Perform other tasks as requested by the Programme Director.

**Qualifications and Experience:**

- Degree or equivalent professional qualifications in Accounting/Project management/Statistics
- Minimum 7 years of experience in the capacity of a Senior Programme Officer/Programme Coordinator/ Senior M & E Officer.
- Proactive with high level of ownership of work and team player.
- Strong MS Office skills.
- Working experience in foreign funded project with donor related reporting experience.
- A good command of English language, written and oral.

**Salary:** As per Management Service Circular 33 dated 05<sup>th</sup> April 2007

### **General Conditions:**

- The initial contract period will be for one year, with provision for renewal.
- The Project is expected to run for three years.
- Only shortlisted applicants will be called for an interview for selection. Selected applicants should be able to take up the appointment immediately.
- Candidates who are already in the public service should send in their application through the relevant Head of the Department / Agency who should indicate that the candidate could be released in the event of being selected to the post.

### **Other Benefits:**

- The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.

Application with detailed curriculum vitae, along with the copies of relevant certificates and documents in order to prove the qualification and experience should be sent to reach the "Project Director, GFATM Project Office, 3<sup>rd</sup> Floor, Public Health Complex, No 555/5, Elvitigala Mawatha, Colombo 05", on or before **10<sup>th</sup> March 2015**.

Application must be in a sealed envelope along with the contact telephone/fax/e-mail address and with "**Application for Post of M & E Officer - GFATM Malaria**" stated on top of the left side of envelope.

Project Director,  
**GFATM Project Office,**  
3<sup>rd</sup> Floor, Public Health Complex,  
No 555/5, Elvitigala Mawatha,  
Colombo 05.

Tel No: 011 2581918