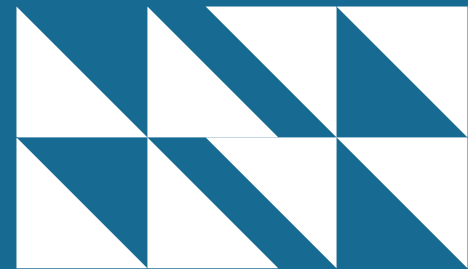


We're hiring!

— JOB PACK



Thanks for your interest in working at THET.
This job pack provides you with everything you need to
know to apply for this role and what it means to work at
THET.

**MONITORING EVALUATION AND LEARNING
COORDINATOR**



JOIN OUR TEAM!

About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org.



OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning



JOB SPECIFICATION

Hours	Full Time – 37.5 hours per week
Reports to:	MEL Manager
Location	Flexible, although preferably in one of the countries where THET has a base.
Salary	THET will offer a competitive salary at THET's Coordinator salary level applicable to the region where the successful candidate is based
Length of contract	Permanent

JOB PURPOSE

The Monitoring, Evaluation and Learning (MEL) Coordinator position sits within the Research, Evidence and Learning team and will make a key contribution to the quality of our programmes. The post holder will keep abreast of state-of-the-art M&E approaches to ensure the use of technically appropriate monitoring and evaluation models and information systems.

The post-holder will support the design of new programmes as well as provide technical advice and input to the monitoring, evaluation and learning of existing programmes. The Coordinator will also play a crucial role in ensuring that our external communications and policy work (at all levels) are informed by and accurately represent our evidence base.



KEY RESPONSIBILITIES

1. Design, Monitoring, Evaluation and Learning

- Lead the development of proposals from a MEL perspective, including contributing to and leading on theories of change, and the development of MEL frameworks.
- Design, lead and manage participatory processes to establish country programme MEL systems.
- Lead development of organisational tools and processes – e.g. developing reporting templates for project reports where not supplied by the donor
- Lead the development of quality programme standards and tools for their implementation.
- Advise on and support the building of an evidence base of impact.
- Support development of theories of change for development of strategic goals for Health Alliances.
- Support the development of indicators and monitoring of Alliance activity.
- Support the design and implementation of evaluations.

2. Building MEL capacity

- Provide hand-on technical assistance to teams in the monitoring, evaluation and review of existing projects.
- Support staff with development/use of MEL tools and processes.
- Provide input and assistance to MEL activities, including data collection and analysis, and evaluation design.
- Foster learning within programmes, through sharing lessons learnt, evaluation results as well as playing a key role in strengthening organisational learning.
- Ensure that monitoring visits are meaningful and capture data sought and feed into management decisions.

3. Health Partnership and Health Worker MEL support

- As required, work with HPs and volunteers to develop MEL plans for their interventions.
- Support specific health worker studies – data collection/surveys, identification of areas of evaluation/questions to answer.

4. UK Enabling Environment

- Ensure THET continues to actively contribute to the wider enabling environment across the UK health system for international volunteering by UK health professionals, by supporting the Research Evidence and Learning team to contribute to discussions around the incentives and evidence base for the value of international volunteering.



ROLE REQUIREMENTS

Person specification	Essential	Desirable
Qualifications	A degree in a relevant subject or equivalent experience.	
Experience	<ul style="list-style-type: none">• Experience of monitoring, evaluation and learning in the global health field.• Experience in a voluntary, research or health sector organisation.• Experience from a low-or middle- income country.	
Knowledge	<ul style="list-style-type: none">• International development and / or global health concepts.• Project management cycle• Monitoring & Evaluation concepts• Financial management concepts.	
Values	<ul style="list-style-type: none">• Strong commitment to THET's cause and values.• Intercultural sensitivity and awareness.	



ROLE REQUIREMENTS

Person specification	Essential	Desirable
Skills	<ul style="list-style-type: none">• Development of project evaluation frameworks such as theories of change and logical framework.• Qualitative and / or quantitative data management and analysis.• Helping non-specialists understand and strengthen monitoring and evaluation in their work.• Presentation of complicated concepts and data clearly in written and spoken English.• Good IT skills including MS Word, Excel, PowerPoint.• Project management• Budgeting and financial management, including finance capacity building.	
Other	<ul style="list-style-type: none">• Ability to travel overseas and within the UK.• Capacity to respond flexibly to changing requirements.	



MEL COORDINATOR

What we offer:

- Flexible working hours
- Access to a coworking space in Liverpool Street
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- Volunteer and Study leave
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.

How to apply:

To apply for this role please send your CV and a cover letter to jobs@thet.org by midnight Sunday, 10th September