

Vacancy Announcement

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The Los Angeles-based AIDS Healthcare Foundation (AHF) is a global nonprofit organization providing cutting-edge medicine and advocacy to millions of people in 45 countries. In Nepal, AHF works as AHF Nepal and collaborates at ART clinics to deliver quality treatment and care services. AHF Nepal invites online applications from qualified and competent Nepalese candidates for the position of Monitoring and Evaluation (M&E) Officer (one position) for its operations office in Nepal.

Key Responsibilities: Coordinate for overall monitoring and evaluation, reporting, learning documentation functions for the AHF Nepal's project. Lead the overall project monitoring and evaluation process, including development of M&E plan, identification of monitoring areas, setting a joint monitoring team of project/finance/operation, sharing findings to partner/programme teams for the project quality improvement. Ensure project quality standard through regular evidence-based project quality monitoring and assurance mechanism and promote downward accountability towards the communities with whom AHF Nepal works. Coordinate AHF Nepal team for partnership performance review and prepare plan of action for improvement. Identify the gaps and areas of monitoring through regular review and monitoring of the monthly, quarterly and annual project progress reports and develop checklist for the project quality monitoring process. Identify best practices, learning and success stories of project and support to produce high quality documentation for sharing and learning. The responsibilities also include providing technical backstopping to sites for data management and ensuring quality of data.

Required qualification and competencies:

- Master degree in Public Health from recognized institution and registered in concerned professional council,
- Minimum five-year of experience in HIV program, monitoring and evaluation,
- Experience in and coordination skills in programme / project planning, monitoring and evaluation,
- Excellent skills in writing, producing excellent monitoring and programme/project reports for wider audience,
- Proficiency with the Microsoft Word, Excel, Presentation and Outlook,
- Good communication skills in written and verbal English and Nepali, with good interpersonal, negotiating and persuasive skills and experience,
- Excellent skill in facilitating meetings internally and externally,
- Demonstrated skills in analysis, matriculation and presentation of finding from the monitoring and studies to improve programme performance,
- Ability to work flexibly, to manage varying competing priorities under your own initiative, meet strict deadlines.

To Apply: interested candidates meeting the requirements shall submit the application (mentioning position title as M&E Officer in the subject line) and updated CV to the E-mail address info.ahfnepal@ahf.org. Deadline to apply for the positions is August 3, 2022.

Only short-listed candidates will be invited for interview. AHF is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali Society. Applicants from disadvantage caste, under-represented ethnic groups, PLHIV, KPs and women are encouraged to apply.

No telephone inquiries will be entertained and any effort to influence the selection process will result in disqualification. AHF reserves the right to cancel or postpone the whole recruitment process without assigning any reason whatsoever. This position is subject to availability of the fund and approval.