

Strategic Information Evaluation Graduate Trainee: Zimbabwe National Network of PLHIV (ZNNP+)

Deadline: 20 September 2022

About

ZNNP+ is an umbrella body that represents the interests of people living with HIV in Zimbabwe in their diversity. The organization is represented in support groups and community-based organizations at all provincial, district and ward levels of Zimbabwe. ZNNP+'s mission is to improve the quality of life for people living with HIV in all their diversity.

Position Summary

Under the overall guidance and the direct supervision of Strategic Information Evaluation Officer the Graduate Trainee will provide support, advice, and oversight on programme level monitoring, evaluation, learning and accountability to projects under ZNNP+. The SIE Intern will work closely with the project implementation team to strengthen the monitoring, evaluation and learning framework. The SIE Intern will track project results on a regular basis and the process must inform reflection and learning processes which will guide future programming.

Job Description

Participate in design and review of MEL strategies and plans, data collection tools and templates; Provide support to the SIE department and technical assistance to project staff on implementing the MEL plans. Support data entry, cleaning and preliminary analysis; Assist in maintenance and updating of existing programme databases; Assist with review of data submissions by community cadres; Support the conducting of data verification and validation exercises; Review districts and provincial report submissions ensuring they meet ZNNP+ standards; Assist SIE and Programme Teams in compiling and reviewing periodic and activity-based reports; Assisting with compilation of field monitoring reports; Assist in compiling human interest stories, best practice documentation, lessons other knowledge products; Assist in the planning and execution of Learning Platforms in ZNNP+ across all Teams; Participate in virtual internal and external monitoring through assisting in organizing and facilitating various events such as meetings, workshops, conferences, and seminars; Carry out other duties and responsibilities related to SIE as assigned by the supervisor.

Qualifications and Experience

University degree in Statistics, Monitoring and Evaluation, Information systems, Data analytics or other relevant discipline. Minimum of one (1) year of professional experience in Monitoring and Evaluation. Demonstrated analytical ability and understanding of local context, with the ability to think creatively to develop appropriate activities. Be culturally sensitive and empathetic to others, with a 'can do' attitude.

To apply

If you meet the above criteria and you have the drive, send your application letter and CV with three contactable referees to: Human Resources, ZNNP+, 28 Divine Road, Milton Park, Harare or via email jobs@znnp.org

PLHIV and women who meet the set criteria are strongly encouraged to apply.