



Monitoring and Evaluation Officer Consultant

CRVS Improvement Program

Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies, in partnership with other global public health organizations, is implementing a multi-year program to improve civil registration and vital statistics (CRVS) in 16 countries and municipalities in Africa, Latin America, Asia, and the Pacific. The CRVS Improvement Program is a major component of the Bloomberg Philanthropies Data for Health Initiative which aims to enhance public health data collection and use in low- and middle-income countries. The goal of the initiative is to ensure that a billion more people live in countries where data are used to steer public policy and program decisions. The CRVS Improvement Program involve interventions designed to improve the registration of births and deaths, improve the availability and quality of cause of death information for both facility- and home-based events, and improve the timeliness of available vital statistics information and reports.

Vital Strategies is seeking qualified candidates for the consultancy position of **Monitoring and Evaluation Officer – CRVS Improvement Program**. This is a five-month, full-time consultant position based in New York City. Applicants must possess a valid work permit to work in United States. The Contract Manager responsible for ensuring that the deliverables of the Scope of Service are met is the Deputy Director of Project Management. The M&E Officer will provide funder reporting and evaluation support for the remainder of the Initiative until March 31, 2019.

Deliverables

- Coordinate and compile content for monthly, quarterly and final donor reports
- Maintain online program monitoring systems using Smartsheet
- Manage and deliver endline assessments for initiative-wide reporting of all Data for Health countries; assist in development of data collection tools; monitor progress; review data and produce reports for donor as needed
- Conduct literature reviews and other research as needed
- Provide Spanish-language support to Latin America CRVS programs
- Travel in-country as needed
- Perform other duties as required



Qualifications and skill set:

- Bachelor's Degree required
- At least 2-3 years of experience in monitoring and evaluation public health programs and donor reporting
- Proven ability to create and meet strict deadlines
- Excellent communication skills (both written and verbal)
- Detail-orientated, self-starter with a positive attitude
- Proficient user of Microsoft Office suite (MS Word, Excel, Outlook, PowerPoint)
- Possess a genuine interest in our mission and vision
- Spanish language fluency (written and spoken)
- Familiarity with Smartsheet or MS Project a plus

Compensation:

Remuneration is commensurate with education and experience.

How to Apply:

Please send CV, and cover letter to hr@vitalstrategies.org by **November 2, 2018**. Only shortlisted candidates will be contacted.