



We are  
**HIRING**

**POSITION**

Monitoring, Evaluation &  
Communications Manager

## Monitoring, Evaluation & Communications Manager

Pan-African Mosquito Control Association (PAMCA) is an African professional body that brings together players in the field of mosquito and mosquito-borne disease control. PAMCA exists to provide a platform for capacity building, knowledge sharing and collaboration for concerted vector control initiatives in the African continent.

PAMCA is running projects in the fields of Scientific Research, Vector control and Capacity building in vector control initiatives. PAMCA programs are funded by various institutional donors and research institutes as well as private donors.

We are currently looking for an expert in Communications, Monitoring, Evaluation, Accountability and Learning for PAMCA's Programs. The position will be on a fixed-term 2-year contract (Renewable for another 2 years subject to availability of funds) and can be based in any African country. This role requires travel to field and partner offices.

### 1. Objectives and General Responsibilities

The position is meant to further develop and improve the existing MEAL framework to promote accountability and create a learning environment within the organization. The M&E Communications Manager shall ensure a functional and effective MEAL system in accordance with PAMCA standards while making relevant data and information available to inform PAMCA program management and support the development of program interventions and steering of PAMCA's communications.

Furthermore, the position will provide capacity building support in the field of MEAL within the programs team (for both, self-implemented and partner implemented projects). The MEAL Expert will work under the supervision of Director of Scientific Programs and in close collaboration with the Program Team to ensure that projects apply and comply with Donor's MEAL standards as well as globally accepted MEAL/Communications practices. He/she will also take learning needs into account and facilitate capacity development for project staff as well as support for partner organizations. The MEAL expert is expected to have a high level of initiative and use critical thinking skills to identify and fill gaps in MEAL and communications.

He/she should have the ability to work sensitively and positively with the Programs team to promote a learning environment.

## 2. Duty and Areas of Responsibilities

### Monitoring, Evaluation & Learning

- Under the supervision of the Director of Scientific Programs, ensure monitoring and reporting on progress of PAMCA's Chapters program linked to the Multi-Annual PAMCA Strategy (Log frame/ Theory of Change).
- Back-stop and advise staff on M&E processes in all projects (self- and partner-implemented) as needed and ensure compliance with Donor standards; organize, facilitate, and carry out capacity building in communication and MEAL.
- Help to set up/ improve and maintain project and program monitoring databases and reporting systems that keep all relevant stakeholders informed on key indicators, interventions, outcomes, and milestones.
- Assist or lead in carrying out (self-)-assessments and surveys; measuring success indicators; analyze and interpret data; review survey and assessment reports.
- Ensure proper documentation of required monitoring data in PAMCA's project management database.
- Support or manage project evaluations, ensuring the compliance with the PAMCA Donors Evaluation requirements and follow up, including necessary planning and logistics support required for MEAL process.
- Ensure that M&E efforts are tailored to the learning and information needs of relevant stakeholders; and ensure integration of findings and recommendations into program/project management.
- Help to organize and participate in project reviews, document findings and feed into relevant learning channels.
- Document case studies, best practices/lessons learnt.
- Support the communication focal point at PAMCA Chapter Offices to produce / systematize meaningful communication material.
- Develop and implement a comprehensive Communications strategy and reporting framework.
- Generate key messages about PAMCA's strategic objectives to targeted audiences
- Provide technical assistance in the development of programme briefs and external marketing and communications materials.
- Regularly update the PAMCA webpage, and social media channels; and work with staff to generate content for dissemination via PAMCA's webpage and social media.
- Create content for and publish quarterly newsletter.
- Coordinate external communications and media liaison with Executive Director.

### Accountability

- Under the supervision of the Director of Scientific Programs, support other staff and departments in monitoring and accountability of subgranted and Centrally managed projects.
- Follow up on the implementation of action plans developed at program and project level
- Support the development of communication/ information sharing guidelines and practices for PAMCA and promote it with projects and partners to ensure that people we aim to assist, and other stakeholder get relevant information.

## 3. Job Requirements

### Professional competencies

#### Professional/ formal qualifications

- MBA/MSc in Communications, Social sciences, development aid (related to Public Health is an added advantage) or other relevant fields
- Proficiency in database development/management (i.e. SPSS, Excel and/or other statistical software)
- Proficiency in using mobile data collection software (e.g. Kobo, Akvo Flow etc.)
- Advanced report writing skills and communications.

#### Job-related professional experience

- Minimum of 5 years professional experience in MEAL (with at least 2 years in a leading position) including field experience, preferably in international development organization or research institute of international repute.
- Familiarity with state-of-the-art approaches to MEAL in Scientific Research and development programs using both quantitative and qualitative methods
- Significant experience in conducting quantitative and qualitative assessments and surveys (including extensive understanding of statistically sound sampling methods)
- Familiarity with Scientific Organizations communications and M&E.

#### Foreign languages skills

- Excellent command of English language (written and spoken), comprehension of French language (written & spoken) will be an added advantage.

### Social and analytical skills

- Strong Analytical thinking (analyze, interpret, and communicate information/data)
- Ability to observe systematically and purposefully.
- Good communication skills, both verbally and in writing.
- Proven ability to connect with local and international organizations and target networks.
- Ability to work in a team and establish effective working relations with colleagues from different cultural backgrounds.
- Ability to work under pressure and adapt to fast-changing environments.

## Management competencies and methodological skills

- Show initiative and actively assume responsibilities, able to plan and organize his/her work independently
- Results orientation and excellent project management skills, also vis a vis leadership positions
- Very good presentation, facilitation, and training skills.

## Other

- Willingness and ability to travel up to 20% of the assignment.
- The employee will be accountable for the above responsibilities. He/she will undergo a bi-annual employment dialogue which will refer to this Job Description and PAMCA's core competency framework.
- The employee will receive training on PAMCA's Code of Conduct and is always obliged to adhere to and uphold it.
- A detailed Job Description can be found on this <https://pamca.org/apply-for-monitoring-evaluation-and-communications-manager-position/>

## 4. How to apply

### Qualified are encouraged to apply!

Interested persons should submit a 1-page capability/suitability statement, completed Bio data form (attached) and an updated CV including educational qualifications, contact details of at least three professional references to:

[careers@pamca.org](mailto:careers@pamca.org)


Only shortlisted candidates will be contacted for an interview.


- The Closing dates is Thursday 10<sup>th</sup> November at 1700hrs EAT.
- The interview dates is the week of 24<sup>th</sup> November.
- Include the job title - Monitoring, Evaluation & Communication Manager in the line subject of the application email

*Due to the large number of applicants, Only shortlisted candidates will be contacted.  
Kindly indicate the job title of the position applied for on the subject matter line.*



# AN AFRICA FREE OF VECTOR-BORNE DISEASES

 **Phone No:**  
+254 757 355 491

 **Address:**  
**PAN-AFRICAN MOSQUITO CONTROL  
ASSOCIATION (PAMCA)**  
KEMRI Headquarters, Mbagathi Road  
P.O. Box 44455-00100 Nairobi, Kenya.

 **Website | E-mail:**  
info@pamca.org  
www.pamca.org