

# ADVERT

---

## TERMS OF REFERENCE FOR THE POSITION OF SENIOR PROGRAM OFFICER MONITORING AND EVALUATION

### 1. Introduction:

The Centre for Tobacco Control in Africa (CTCA) was established in July 2011 by the World Health Organization to build and sustain institutional capacity of African governments in tobacco control with funding from Bill and Melinda Gates Foundation. CTCA has received phase III funding from the Bill and Melinda Gates Foundation through the Africa Capacity Building Foundation to implement a three-year project to enhance the tobacco control sustainability in Africa. The objectives of the project include;

- i. Improve sustainability of tobacco control in target countries
- ii. Enhance tobacco control actor's knowledge and skills in policy, design, implementation, monitoring and evaluation
- iii. Foster TC research and alternative livelihood interventions and
- iv. Strengthen CTCA institutional and human capacity to effectively deliver on its mandate

CTCA therefore wishes to recruit a Senior Program Officer Monitoring and Evaluation whose functions are: (i) to provide technical assistance for tobacco control capacity building needs assessment and program development, (ii) to provide implementation support of country tobacco programs/projects, (iii) to contribute to the design and implementation of a web based management information system, including developing program level, indicators producing periodic reports on performance and supporting decision making based on monitoring and evaluation data.

### 2. Major duties and responsibilities

#### A. Program design and implementation (80%)

- i. Lead tobacco control capacity needs assessment initiatives
- ii. Lead the development of national tobacco control program design
- iii. Provide technical assistance to country teams to facilitate the mainstreaming of tobacco control into the government programming and budgeting cycle.
- iv. Provide implementation support to selected complex tobacco control activities;
- v. Contribute to defining program level indicators, identification of data sources and supporting data collection efforts
- vi. Identify, document and share best practices on tobacco control interventions, policies and strategies for national programs as a basis for strategic planning and program direction for CTCA and its target countries

- vii. Participate in resource mobilization efforts through grant applications and research proposals writing
  - viii. Contribute to the planning of activities that support the desired project results which includes coordinating assessments and scopes of work for project activities
  - ix. Participate in implementation of the Research agenda for tobacco control in Africa
  - x. Lead the development/update of Centre's capacity assessment tools and tobacco control resource materials.
  - xi. Represent the Center in conferences, meetings and undertake any other duties assigned by CTCA Management as may be required in the Center's work.
- B. Monitoring and Evaluation (20%)**
- i. Contribute to the design of baseline study for establishing baselines and targets at corporate level, business level and functional level.
  - ii. Contribute to the production of progress reports based on indicators.
  - iii. Contribute to the development and operationalization of monitoring and evaluation plans by target countries tobacco control teams.
  - iv. Participate in project review meetings, engagements with donors and partners.

### **3. Qualifications**

- a) Education: Masters' Degree in a development field, Social Sciences, Public health, Economics or relevant discipline
- b) Work experience: Minimum of ten years of professional experience in program design, program planning, performance monitoring and evaluation at national, regional and international level
- c) Experience in tobacco control work will be an added advantage
- d) Language: Excellent command in English. Fluence in French is an added advantage
- e) Knowledge: knowledge of monitoring and evaluation
- f) Skills and abilities:
  - Ability to plan and organize activities
  - Ability to work in a team collaboratively
  - Excellent analytical skills
  - Strong interpersonal skills
  - Excellent Oral and written communications
  - Excellent computer skills
  - Ability to learn and innovate.

### **4. Reporting**

The Employee will report to the Centre Manager under the overall leadership of the Centre Director.

### **5. Remuneration**

The salary for this position is attractive in a competitive environment. The Employer will make provision for fringe benefits that may include social security fund, medical insurance and workman's compensation insurance.

## 6. Selection of best candidate

The best candidate will be selected on merit in accordance with the Selection Based on the Individual Qualifications and experience. The assignment is for the three year project duration with a probationary period of six months.

## 7. How to apply

Interested and suitably qualified candidates may apply for the post by:

Submitting a motivation letter of not more than 1000 words and clearly marked;

**“Application for the position of Senior Program Officer, Monitoring and Evaluation; CTCA/AD/2019-001/”** in soft copies at the address below not later than **17:00 hours on the June 30, 2019.**

a) In addition to the requirement above, interested applicants should submit:

- i) an application letter,
- ii) a CV with contacts of 3 professional referees, and
- iii) a copy of all relevant academic documents.

b) Applications may be sent by **Email: [eoj@ctc-africa.org](mailto:eoj@ctc-africa.org)**