

**University of Zimbabwe College of Health Sciences Clinical Trials Research Centre
Monitoring and Evaluation Manager (1 Post)**

UZCHS-CTRC is seeking suitably trained and qualified applicants to fill the vacant post of Monitoring & Evaluation Manager in Harare. This position calls for a mature individual who will be responsible for monitoring, evaluating and reporting on organisational performance. The individual will also be responsible for collecting data on the performance of the Clinical Research Sites (CRSs), Laboratory, Pharmacy, Community and Administrative components and managing or conducting evaluations when required.

Responsibilities

- Coordinating the development and implementation of the Monitoring and Evaluation plan that supports CTRC systems.
- Developing and maintaining relevant systems to collect, review and analyse CTRC related data and indicators.
- Developing and implementing matrices to determine the extent to which the Laboratory, Pharmacy, Community and Administration are supporting uninterrupted research activities.
- Monitoring Departmental and CTRC performance and recommend corrective action as appropriate to ensure the delivery of agreed results to expected standards on all research activities.
- Ensuring that CTRC goals, objectives, metrics and evaluation plans are adhered to.
- Making quarterly follow-ups with all CRSs and Departments to ensure the implementation and dissemination of corrective action plans.
- Preparing Monitoring and Evaluation reports for presentation to the CTRC Principal Investigator and Scientific Leadership Group, as desired.
- Contributing towards the development and accomplishment of SMART goals which will become the basis of annual performance reviews in consultation with the HR department.

Qualifications and experience

- Bachelors or Masters degree in Monitoring and Evaluation, Public Health, Health Sciences or a related field. Candidates with a qualification in both Health Sciences and Monitoring and Evaluation are preferred.
- Conversance with Monitoring and Evaluation basic statistical packages (SPSS, EPI INFOR, STATA, EXCEL)
- Minimum of five years' experience managing monitoring and evaluation preferably at a managerial level in health-related NGO.
- Experience in design and implementation of monitoring and evaluation systems in clinical research or the health sector.
- Demonstrated knowledge of information management systems.
- Excellent verbal and written communication skills.
- Excellent organizational, planning and analytical skills.
- Ability to work in a team.
- Clean class 4 driver's licence.

Interested candidates should forward three copies of detailed Curriculum Vitae with a cover letter, certified copies of academic and professional qualifications not later than 30 November 2018 to the below mentioned address: -

Human Resources Manager
UZCHS-CTRC
15 Phillips Avenue
Belgravia
HARARE:

Only shortlisted candidates will be contacted. Canvassing candidates will be disqualified.