

<b>GAVI JOB DESCRIPTION</b>	
<b>Position title:</b>	Head, Country Performance Monitoring & Measurement
<b>Location:</b>	Geneva
<b>Purpose of the position:</b>	To lead strengthening of the availability, quality and use of robust country strategic information for enhanced accountability, decision making and learning to improve immunisation outcomes.
<b>Department:</b>	Policy & Performance
<b>Team:</b>	Country Performance Monitoring & Measurement, Monitoring & Evaluation
<b>Reports to:</b>	Director, Monitoring & Evaluation
<b>N° of positions supervised</b>	7
<b>Career step level:</b>	5

## OVERVIEW

This is a leadership position within the Performance Monitoring & Measurement (PMM) group of the Monitoring & Evaluation (M&E) team. This role will lead the country-focused sub-group providing both technical and managerial leadership as the main focal point for two critical areas:

- Enabling strong routine monitoring of the performance of Gavi grants to countries;
- Catalysing the availability, quality and use of country information for improved immunisation outcomes.

## KEY DELIVERABLES

- Strengthened accountability for delivering on country grant performance in improving immunisation outcomes and compliance with Gavi M&E grant requirements;
- Fostered learning to inform strengthened delivery on country performance through strategic use of information;
- Well-coordinated Gavi investments to incentivize and support sustainable improvements in the availability, quality and use of country immunisation data to enable delivery of results.

## MAIN DUTIES AND RESPONSIBILITIES

- Together with the Head, Corporate Performance Monitoring & Measurement, this position will co-lead the development and implementation of the 2016-2020 M&E framework;
- Provide technical leadership as work stream lead for country-focused performance monitoring and measurement activities:
  - Lead refinement, implementation and communication of the Gavi data strategy, including collaborating with Vaccine Alliance partners to plan, manage and monitor of investments (annually >\$30M) to catalyse improvements in the availability, quality and use of country data (i.e. immunisation coverage and equity data, disease surveillance, vaccine safety, other M&E systems) to address barriers to vaccine uptake and immunisation coverage and equity;

- Lead the country grant performance monitoring, measurement and analytics work stream ensuring development of quality performance frameworks, metrics and targets and enabling strategic use of this information for improved accountability and learning;
- Oversee the production and updating of key documents, guidelines, standard operating procedures, tools, templates, analyses, and trackers;
- Lead other work streams on behalf of the M&E team as needed.
- In collaboration with Senior Country Managers, serve as the lead M&E focal point for engagement with several countries – providing assistance across a range of M&E issues (grant performance monitoring and leveraging Gavi support for data strengthening), leading portfolio analyses, participating in routine country team meetings and missions on an as-needed basis;
- Team management: supervising regional and country M&E focal points who support other internal teams, countries and partners in implementation of Gavi M&E requirements and catalysing country data improvements;
  - Prepare, consolidate and monitor team and project budgets and work plans;
  - Support team members to ensure delivery on key priorities and deliverables;
  - Conduct performance reviews and implement professional development plans for staff.
- Participate as a member of the M&E management team;
- Contribute to development of Gavi governance and strategic positioning papers, team presentations, senior management briefing notes, etc. as needed;
- Serve as an internal technical resource providing quality advice and participating in cross-team projects and initiatives;
- Represent Gavi and support senior management engagement in relevant internal and external dialogues and meetings as needed.

**Note: The essential functions listed in this section are not exhaustive of the job responsibilities; other duties may be assigned consistently with the department needs.**

## QUALIFICATIONS

### Academic:

- Advanced university degree in public health or other relevant social sciences (Master's at minimum, PhD or equivalent highly desirable);
- Training in public health, programme monitoring and data analysis.

### Work experience:

- Minimum of 12 years of monitoring and evaluation and/or health data systems strengthening, with at least 5 years working with immunisation programme data in low and or middle income countries;
- Familiarity and experience with immunisation programme-related data tools and approaches, e.g. coverage survey and coverage estimate methodology, target population estimates, data quality assessments, data systems and in-depth data system reviews, data triangulation methods, etc.;
- Demonstrated ability to lead strategy development and identify practical solutions/guidance to strengthen the availability, quality and use of country data for action;
- Management and professional development of high performing teams with technical expertise;
- Conduct and communicate quantitative and qualitative data analysis;
- Training/collaborating with others in development of frameworks with results chain, explicit theory of change, documentation of assumptions and development of monitoring plans an asset;
- Understanding of multilateral agencies and key public health donors required, and experience with a public private partnership model an asset.

**Skills/Competencies:**

- Technical:
  - Excellent knowledge of immunisation programme data and monitoring;
  - Innovative thinker who is up-to-date on relevant areas of technical expertise and regularly reflects on experiences and adapts to ensure performance improvement in the work area;
  - Familiarity with grant monitoring and development of results are considered assets.
- Proven ability to work independently, under pressure, demonstrating initiative and flexibility;
- Strong logical thinking required, strategy development/implementation is an asset;
- Strong organisational and planning skills and drive for results;
- Excellent oral and written communication skills and ability to exercise tact and discretion;
- Ability to lead and influence others to ensure delivery of results;
- Exceptional inter-personal skills and ability to work effectively in a collaborative manner in a multicultural environment and establish harmonious working relationships.

**Languages:**

- Written and spoken fluency in English;
- Other UN languages highly desirable, particularly French.

**Contacts:**

- Gavi Secretariat;
- Bill and Melinda Gates Foundation;
- Civil society organisations;
- UNICEF;
- US Centers for Disease Control and Prevention (CDC);
- The World Bank;
- World Health Organisation;
- Research and technical institutes;
- Other technical experts and independent agencies.

**GAVI is committed to diversity within its workforce and encourages applications from all qualified candidates.**

If you wish to apply, please visit our [Careers webpage](#) and apply by clicking on “Head, Country Performance Monitoring & Measurement”.