

TERMS OF REFERENCE

POSITION: Planning, Monitoring and Evaluation Officer

TYPE OF CONTRACT: Fixed-term maternity leave cover (1 FTE)

KEY INFORMATION:

Reports to:	Tim Reed, Executive Director
Line managed by:	Renée Vasbinder, Deputy Director
Location:	Amsterdam, The Netherlands
Hours:	36 hours/week (1 FTE)
Period:	8 months, starting 15 January, 2019
Salary:	Scale 9 on the CAO Sociaal Werk

ABOUT HEALTH ACTION INTERNATIONAL:

Health Action International (HAI) is the only non-governmental organisation that is entirely dedicated to strengthening medicines policy to improve public health. Our staff and global network of independent experts in 70 countries share information and expertise to solve medicines access and use problems around the world. We want all people to receive the right medicine, in the right dose, for the right amount of time, at a price they can afford. We are non-profit, independent and based in Amsterdam with an office in Brussels.

Our current work encompasses four areas:

- **Health Systems Advocacy (HSA) Partnership.** Using our research and advocacy expertise, HAI is working to improve access to sexual and reproductive health commodities in Kenya, Uganda, Zambia and Tanzania as part of the Health Systems Advocacy Partnership.
- **European projects.** HAI has a strong European civil society network working on European medicines policy issues. Together, we advocate for transparent and democratic policies that increase access to needed medicines and improve the rational use of medicines.
- **Addressing the Challenge and Constraints of Insulin Sources and Supply (ACCISS) Study.** HAI and our partners are completing a three-year study to identify the causes of poor availability and high insulin prices, particularly in under-served regions of the world. This research will lead to the development of policies and interventions to bring equity in insulin access to low- and middle-income countries.
- **Improving snakebite prevention and treatment.** Snakebite is an unrecognised global health crisis that, every year, kills approximately 125,000 people and leaves many more with permanent physical and psychological disability. In addition to providing the secretariat for the Global Snakebite Initiative, HAI has begun a two-year programme to scale up advocacy and education for the prevention and treatment of snakebite in Kenya, Uganda and Zambia.

INTRODUCTION

The Planning, Monitoring and Evaluation (PME) Officer will be responsible for reporting to donors in a timely and professional manner and reapplying for funding, where annual or biannual applications are necessary. In addition, the PME Officer will be responsible for monitoring the progress of HAI's projects, assisting in external evaluations, and providing input in the development of partnership monitoring and evaluation tools and training manuals.

There will be an extensive handover process from the PME Manager going on maternity leave to ensure a smooth transition and a comprehensive timeline of PME deliverables.

Initially, we foresee the PME Officer relying on substantial input from HAI's Policy Managers and Officers for detailed reporting and applications, but, in time, absorbing financial and content knowledge in order to work independently.

DUTIES & RESPONSIBILITIES

- Undertake quality monitoring of existing projects;
- Manage funding applications;
- Manage donor reporting (including IATI and several other donor portals);
- Identify funding opportunities;
- Work in close collaboration with the HAI team and project partners for optimal development of funding applications and donor reports, and the monitoring of programmatic progress;
- Other duties at the behest of the Deputy- and/or Executive Directors.

ORGANISATIONAL POSITION

- The PME Officer will work in close collaboration with the HAI team in Amsterdam, Brussels and target countries.
- The PME Officer will be line-managed by HAI's Deputy Director, Renée Vasbinder, and report to HAI's Executive Director, Tim Reed.
- Travel may be required in Europe and overseas.

PERSONAL ATTRIBUTES

- Effective communicator (orally and in writing);
- Able to plan ahead to deadlines and work accurately;
- Able to work successfully both individually and as a team member;
- Both written and spoken English must be of a high standard;
- Experience of international public health environment;
- Commitment to the mission and values of HAI.

QUALIFICATIONS

- A relevant graduate degree;
- At least three years' experience in PME management and donor liaison;
- Demonstrated ability to master the general principles of effective management, such as prioritising in times of high demand, being pragmatic and realistic, and being politically sensitive;
- Experience with European Union reporting and IATI is an advantage;
- Well-organised and detail-orientated.

CONDITIONS OF EMPLOYMENT

- The position is full-time (36 hours/week, can be divided across 4 or 5 days) for 8 months starting 15 January, 2019 and covers maternity leave;
- The salary will be based on Scale 9 of the CAO Sociaal Werk.
- The duty station is Amsterdam.
- Some regional, national and international travel may be required.

APPLICATION PROCEDURE

Email your letter of motivation and CV to HAI's Office Manager, Raquel De Jesús-Wind (raquel@haiweb.org), by 19 November, 2018. A shortlist of applicants will be contacted by email and undergo two rounds of interviews.

Only applicants who are legally entitled to work in the European Union will be considered for this role. HAI is an equal opportunity employer.

Commercial inquiries or job postings for this position are not appreciated and will not be accepted.