

## Evaluations Manager (x1- Windhoek)

The Evaluations Manager will manage and administer a range of evaluation research associated activities and will work closely with the Evaluation Leads (based in London, UK and Seattle, USA). The position assists in preparation of protocols and study instruments and ensures protocol and regulatory requirements are followed. The position will assist in the hiring, training, and supervision of evaluation staff; oversee and manage recruitment, data collection, and data quality assurance under the direction of the Evaluation Leads; serve as the principle administrative liaison for the evaluations and is responsible for all recordkeeping systems and procedures; and contribute to data analysis and dissemination. It is anticipated that the Evaluations Manager will support two quantitative and qualitative mixed-methods projects as well as additional needs as they arise, and overall coordination, ongoing monitoring, and technical support to field workers, as well as liaise with I-TECH District Quality Managers (DQMs) and other relevant staff, with MoHSS health facility supervisors and staff, and with representatives of various other stakeholders. The position will ensure that project implementation complies with approved research protocols and/or other stipulated standards.

### Primary Responsibilities:

- Work with Stakeholder/Advisory Group(s) and prepare for meetings, share progress reports, develop and review/adapt SOPs, and liaise with individual members of these group(s) related to specific issues that may arise (MoHSS, CDC, others)
- Assist in the preparation of evaluation protocols, data collection instruments, standard operating procedures, and training modules for evaluation staff
- Assist in ethics board review processes including responding to reviewers' comments and appropriate document revisions
- Assist in the hiring, training, and supervision of evaluation staff
- Design, implement, and maintain data collection and storage systems in support of the protocol
- Oversee and coordinate participant recruitment, data collection, and data quality assurance in line with protocol expectations
- Ensure the smooth and efficient day-to-day operation of evaluation and data collection activities; act as the primary point-of-contact for evaluation staff and liaison with key stakeholders
- Contribute to development of data analysis plans, data analysis activities, and dissemination of evaluation results including reports, presentations, abstracts, or peer-reviewed publications
- Work closely with staff and stakeholders to find innovative ways to overcome operational challenges
- Compile a weekly progress report regarding field data collection.
- Compile Monthly summary reports and report them with the research team and, as necessary, with stakeholder/ advisory group(s).

**Required Education, Training & Experience:**

- Master's degree in public health, informatics, public policy, social science, or related discipline, plus a minimum of three years' experience in program management, evaluation, or research coordination. Equivalent experience may be substituted for educational qualifications.
- Familiarity with the Namibian public health system and public health facilities.
- Excellent facilitation skills.
- Demonstrated ability to facilitate communication between professionals with a variety of cultural backgrounds in a respectful and diplomatic manner and enhance effective partnerships.
- Strong organizational skills, attention to detail, and excellent time management.
- Excellent computer skills with knowledge of MS Word, Excel, Outlook, PowerPoint.
- Ability and willingness to travel regionally within Namibia.
- Experience supervising a diverse team of professional and other cadres.
- Completion of University of Washington online certification in ethical conduct of research involving human subjects will be required of the successful candidate once employed.

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All email applications should indicate position title in the subject line.

**Closing Date: 10 November 2023**

***I-TECH Namibia offers an attractive package commensurate with qualifications and experience. Send your CV to [hr@itech-namibia.org](mailto:hr@itech-namibia.org) or deliver it to the following address: No. 4 Jackson Kaujeua Street, Windhoek West, Windhoek.***

***NB: Only shortlisted candidates will be contacted.***

***I-TECH Namibia is an equal opportunity employer, people with disabilities and from designated groups are encouraged to apply.***

