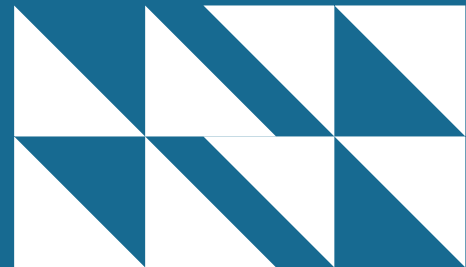


# We're hiring!

 **JOB PACK**



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Thanks for your interest in working at THET.  
This job pack provides you with everything you need to  
know to apply for this role and what it means to work at  
THET.

**MEL COORDINATOR**



## JOIN OUR TEAM!

### **About the Tropical Health and Education Trust (THET)**

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas.

In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

In 2018, the charity had a turnover of £5m and employed 30 staff across six offices. From 2020 onwards, our turnover will be £8m a year.



# OUR VALUES

1



**Partnering through collaboration**

2



**Partnering with respect**

3



**Partnering with integrity**

4



**Partnering through learning**



## JOB SPECIFICATION

Hours	37.5 hours per week
Reports to	MEL Manager
Location	UK, Ethiopia, Somaliland, Uganda, Zambia
Salary	£36,516 if UK Other countries will be paid the equivalent according to in country salary scales.
Length of Contract	Permanent



## JOB PURPOSE

The Monitoring, Evaluation and Learning (MEL) Coordinator position sits within the Research, Evidence and Learning team and will make a key contribution to the quality of our programmes.

The post holder will keep abreast of state-of-the-art M&E approaches to ensure the use of technically appropriate monitoring and evaluation models and information systems. The post-holder will support the design of new programmes as well as provide technical advice and input to the monitoring, evaluation and learning of existing programmes.

The Coordinator will also play a crucial role in ensuring that our external communications and policy work (at all levels) are informed by and accurately represent our evidence base.



# KEY RESPONSIBILITIES

## **Design, Monitoring, Evaluation and Learning**

- Lead the development of proposals from a MEL perspective, including contributing to and leading on theories of change, and the development of MEL frameworks.
- Design, lead and manage participatory processes to establish country programme MEL systems.
- Lead development of organisational tools and processes – e.g. developing reporting templates for project reports where not supplied by the donor
- Lead the development of quality programme standards and tools for their implementation.
- Advise on and support the building of an evidence base of impact.
- Support development of theories of change for development of strategic goals for Health Alliances.
- Support the development of indicators and monitoring of Alliance activity.
- Support the design and implementation of evaluations.

## **Building MEL Capacity**

- Provide hand-on technical assistance to teams in the monitoring, evaluation and review of existing projects.
- Support staff with development/use of MEL tools and processes.
- Provide input and assistance to MEL activities, including data collection and analysis, and evaluation design.
- Foster learning within programmes, through sharing lessons learnt, evaluation results as well as playing a key role in strengthening organisational learning.
- Ensure that monitoring visits are meaningful and capture data sought and feed into management decisions.



## KEY RESPONSIBILITIES

### **Health Partnership and Health Worker MEL support**

- As required, work with HPs and volunteers to develop MEL plans for their interventions.
- Support specific health worker studies – data collection/surveys, identification of areas of evaluation/questions to answer

### **UK Enabling Environment**

- Ensure THET continues to actively contribute to the wider enabling environment across the UK health system for international volunteering by UK health professionals, by supporting the Research Evidence and Learning team to contribute to discussions around the incentives and evidence base for the value of international volunteering.



# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A degree in a relevant subject or equivalent experience</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of monitoring, evaluation and learning in the global health field.</li><li>• Experience in a voluntary, research or health sector organisation.</li><li>• Experience from a low-or middle-income country.</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• International development and or global health concepts.</li><li>• Project management cycle</li><li>• Monitoring &amp; evaluation concepts</li><li>• Financial management concepts.</li></ul>	





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"><li>• Development of project evaluation frameworks such as theories of change and logical framework.</li><li>• Qualitative and / or quantitative data management and analysis.</li><li>• Helping non-specialists understand and strengthen monitoring and evaluation in their work.</li><li>• Presentation of complicated concepts and data clearly in written and spoken English.</li><li>• Good IT skills including MS Word, Excel, PowerPoint.</li><li>• Project management</li><li>• Budgeting and financial management, including finance capacity building.</li></ul>	
<b>Values</b>	<ul style="list-style-type: none"><li>• Strong commitment to THET's cause and values.</li><li>• Intercultural sensitivity and awareness.</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Ability to travel overseas and within the UK.</li><li>• Capacity to respond flexibly to changing requirements.</li></ul>	



# DIGITAL TRANSFORMATION MANAGER

## What we offer (In the UK, other countries may differ)

- Flexible working hours
- Hybrid working arrangements
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- A friendly, supportive work environment.

## How to apply

Candidates must submit their CV along with a cover letter of no more than two pages to [jobs@thet.org](mailto:jobs@thet.org) by midnight on the 27th September 2024, with 'MEL Coordinator' in the subject line.

Non-EC nationals will require current and valid permission to work in the UK.

THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification