



## VACANCY ANNOUNCEMENT

### Position: Monitoring and Evaluation Officer (M & E Officer)

Global Fund (GF)-supported projects on HIV/AIDS and Tuberculosis have been implemented nationwide in Mongolia since 2003. Ministry of Health is acting as the Principal Recipient for the GF-supported projects, and it established project Coordination Unit to ensure the coordination and implementation of the projects. The Project Coordination Unit of GF-supported projects on HIV/AIDS and Tuberculosis under the Ministry of Health is looking for a well qualified candidate for full-time position of **Monitoring and Evaluation Officer**

Main responsibilities of the **Monitoring and Evaluation Officer**:

1. Develop project progress indicators, and monitor and evaluate the implementation progress of HIV/AIDS and TB projects
2. Timely collect and review semi-annual, annual and final reports for all projects and send to the Local Fund Agent (LFA) on time;
3. Harmonize **Monitoring and Evaluation** activities with national strategy and policy documents and other programs
4. Develop key documents of GF-supported projects (project summary, implementation framework, M&E plan);
5. Manage, organize and participate in national project evaluation activities and surveys

### Qualification and Competencies:

- ✓ Specialization in HIV/AIDS, STI, Tuberculosis or Public Health;
- ✓ Excellent command of both written and spoken English;
- ✓ Excellent computer skill (Microsoft Office Package and Statistical Softwares)
- ✓ At least 5 years work experience in Public health
- ✓ Work experience on international projects in the field of communicable diseases will be an advantage
- ✓ Good communication skill, time management ability, and capability for teamwork and effective management of workload

If you possess the above qualifications, please submit the following in a sealed envelope to Ms.Bolormaa, human resource assistance, Global Fund Supported Project Coordination Unit, Ministry of Health, at East Plaza 5th floor, 13rd khoroolol, 15th khoroo, Sukhbaatar district, Ulaanbaatar, Mongolia.

- Cover letter
- Curriculum Vitae (A-1 form of civil servants)
- Proof of English proficiency (IELTS/IBT TOEFL test score or English school certificate)
- Copy of university diploma (Bachelor and Advanced Degree)
- Two reference letters from previous jobs

Date of application: The **24<sup>th</sup> of May, 2021 – 07<sup>th</sup> of June, 2021, 5:30 pm**

Address: Global Fund Supported Project Coordination Unit, Ministry of Health, at East Plaza 5th floor, 13rd khoroo, 15th khoroolol, Bayanzurkh district, Ulaanbaatar, Mongolia.

Tel: 77126155 (11)

Only those who are shortlisted will be contacted.