



# EMPLOYMENT OPPORTUNITY

*ORBIS International is a nonprofit organization dedicated to saving sight worldwide. We provide the tools, training and technology necessary for local partners to assess their needs and develop workable and lasting solutions to the tragedy of unnecessary blindness.*

## Director of Monitoring and Evaluation

### **JOB SUMMARY:**

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As a senior member of ORBIS program team, the Director, Monitoring & Evaluation provides organizational leadership and mobilizes the necessary technical assistance to develop and maintain an effective monitoring and evaluation system throughout ORBIS and its affiliates. She/he ensures that the information and analysis needs of various ORBIS departments and offices, the ORBIS International Board and the donors are met effectively by measuring the effectiveness and impact of all programs. This includes in-country programs, the Flying Eye Hospital (FEH), Cyber-Sight, and the Hospital-based Programs (HBP). To ensure that ORBIS's M&E program is consistently implemented across the globe, she/he frequent travels to ORBIS's regional and country offices.

### **REPORTING & WORKING RELATIONSHIPS:**

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The Director, Monitoring & Evaluation reports to the Chief of Program, works in close coordination with HQ and regional directors as well as ORBIS's technical and clinical staff and supervises the New York-based Monitoring & Evaluation staff.

### **ESSENTIAL JOB FUNCTIONS:**

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#### **M&E Framework and Strategies:**

- Leads, designs and implements efficient organizational performance measurement systems that allow accurate, reliable information collection and reporting;
- Develops overall organizational performance measurement framework, linking conceptual models to program monitoring and evaluation and identifying strategies and models for replication;
- Ensures timely monitoring and that measurement of changes in program conditions are taken into consideration in planning, assessing impact and reporting on progress.

#### **Capacity Building:**

- Ensures that the M&E team evolves and works effectively, setting and meeting its priorities;
- Informs the M&E team about new information, expectations, requests and instructions from the ORBIS Executive, Finance and Development departments;
- Provides technical guidance and support to ensure regional/country office performance is systematically monitored and data for key indicators are collected, analyzed and reported;
- Builds core competencies of the monitoring & evaluation field staff and project managers through training and technical assistance for accurate data collection and reporting;
- Leads guidance to regional, country program staff and partner staff in the design and implementation of outcome and impact studies.

**Evaluation:**

- Guides, supervises and participates in joint evaluations. Oversees technical assistance for evaluation activities within regional /country programs and advises the Chief of Program on M&E-related procedures and policies for ORBIS;
- Coordinates submission of electronic copies of all evaluations to ORBIS HQ intranet for sharing organization-wide;
- Ensures management responses to findings and recommendations of evaluations and audits are recorded and monitored for follow-up implementation;
- Coordinates effective dissemination of findings, conclusions, recommendations and lessons learned from evaluations, to intended audience as described in TOR, with a view to improving the program design policy and strategy and contributing to wider learning.
- Reviews TORs from the field, and maintains or has access to a database of consultants in various areas of specialty.

**Other:**

- Leads assistance in monitoring & evaluation for the FEH, HPB and Cyber-Sight units in the program department, to report their contribution to organization performance.
- Participates in the organization's strategic planning process, specifically regarding program planning.
- Collaborates with IT to review and alter our current data and reporting system as needed and to execute the Software Consultants' agreements.
- Participates in special projects and performs additional tasks assigned.

**QUALIFICATIONS & EXPERIENCE:**

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Preferred candidates have Master's Degree in International Development, Public Health or Epidemiology or related area; minimum of 15 years work experience in international development and/or health care programming, with at least 10 years management and supervisory experience; previous M&E experience in a non-profit, consulting, or government agency; preferably in a leadership role, and a successful track record in designing effective M&E strategies and systems, and following-up with quality implementation;

**SKILLS & ABILITIES:**

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The ideal candidate possesses excellent planning, research, and analytical skills, attention to detail and the ability to work cost-effectively and efficiently; strong written and oral communication and presentation skills; Proven leadership ability and collaborative approach to finding solutions, achieving quality work, and delivering outcomes and materials on time in a changing, fast-paced, deadline-driven environment; the ability to develop and maintain positive relationships with professional contacts, resources and/or networks and relate to people with sensitivity, tact, discretion and professionalism; Strong computer skills and a working knowledge of statistical software. She/he is also able to travel 50% of the time, including international travel to developing countries.

*ORBIS is an Equal Opportunity Employer and welcomes qualified applicants from diverse backgrounds.*