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# Example of Evaluation Advisor Job Description

Our innovative and growing company is hiring for an evaluation advisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for evaluation advisor

* Develops M&E instrumentation tools for the project as needed (including monitoring data collection forms for program and partner staff)
* Supports the documentation of best practices and facilitate the use of such data to drive program design and decision making
* Provides technical assistance to build or strengthen partner and stakeholder capacity for data management and M&E
* Produces information to share lessons learned and for advocacy purposes
* Work with INL/AP and INL/K to design the valuation methodology and participatory data collection methods and protocols for both performance and impact evaluations
* Maintain the programs Project Management Plan and Data Collection Templates, and respond to ad hoc requests for information
* Provide project-level leadership for the design, implementation, and continual improvement of an effective MLE strategy
* Support the development and/or strengthening of project-level M&
* With program and field MLE teams, develop analyses and tools based on programmatic data to assess program quality
* Develop and support activities to assess and improve data quality of routine program data

## Qualifications for evaluation advisor

* Master’s degree in a public health field, social science, economics, or relevant plus five years experience or BS/BA in public health or related field and 7 years experience
* Masters degree in mathematical sciences, social sciences, statistics, public health or post graduate qualification with additional experience
* Minimum of 9 years of experience designing and implementing M&E systems for international donor-funded (USAID highly-preferred)Africa regional projects
* Excellent computer skills including MS Office (Excel)
* Developing plans for routine data collection for program monitoring
* Strong understanding of Health sector in Zambia