



# TongaHealth

## REQUEST FOR EXPRESSIONS OF INTEREST

The Tonga Health Promotion Foundation invites interested applicants to apply for the position of **Monitoring and Evaluation Manager**.

### **Key responsibilities of the M&E Manger include:**

- Providing managerial oversight for designing and maintaining TongaHealth M&E systems and databases, include designing, implementing of M&E activities, and reporting of findings, trends, and results.
- Build capacity of stakeholders in M&E knowledge and skills.
- Manage and oversee research activities and dissemination of findings and reports.

### **Minimum requirements for the role**

#### **Qualifications**

- A minimum qualification of a Bachelor's Degree in the fields of statistics, project management or epidemiology or public health with at least 5 years' experience working in monitoring, evaluation and learning

#### **Essential skills**

- Excellent analytical and research skills, particularly in qualitative and quantitative research methodologies and practices
- Excellent communication and reporting writing skills
- Experience in using participatory monitoring practices
- IT literacy capability with Microsoft Office suite, particularly Microsoft Excel as well as MS Project;
- Experience in supervising and managing staff

### **Desirable skills**

- Strong stakeholder engagement skills
- High level of self-motivation, organisational ability and drive to meet deadlines
- Knowledge and skills to effectively problem solve
- Attention to detail, in particular with developing and following work-plans and timelines

**Salary :** Minimum salary is TOP \$32,963 per annum but starting salary will depend on qualifications and skills .

All interested applicants must send in their application letter including a CV, all academic achievements and two referees no later than **6th April 2023, 4:30pm** either by:

1. Email to TongaHealth at [info@tongahealth.org.to](mailto:info@tongahealth.org.to)
2. Drop it off to our main office at Vaiola beside the Ministry of Health's complex at Tofoa.

Job descriptions and further details are available online at <https://www.tongahealth.org/careers> or upon request to telephone 25-721