



Partners In Health

Title: M & E Coordinator
Reports to: Associate Director for M & E
Location: Boston, MA

Organizational Profile:

Partners In Health (PIH) is a non-profit corporation based in Boston, Massachusetts, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, research, and advocacy, PIH works globally to bring the benefits of modern science to those in most in need, and to serve as an antidote to despair. PIH currently has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi and Boston.

Job Responsibilities:

- Work with Associate Director for M and E and Quality in work to strengthen overall M and E and quality activities across Partners In Health including supporting development of core indicators, development of approach to provide program and country level feedback.
- Under the guidance of the Associate Director for M and E, participate in country level support, including training and mentoring around M and E and quality as identified by country or Boston-based PIH.
- Provide data analytic support, including analyses of monitoring data, analysis of other data routinely collected by the programs (ex. reports), and preparation of reports.
- Under the guidance of the Associate Director for M and E:
 - Provide analytic support for the development office related to donor applications and requests.
 - Work with other efforts within PIH to strengthen the utilization of data (ex. Electronic Medical Records, training, etc.), for overall and project specific M and E.
 - Provide support for development of M and E workplans for specific targeted activities, as requested by the country programs or PIH management.
 - Assist the training team with integration of monitoring and evaluation into training activities.
- Participate in the interpretation and utilization of M and E data to improve systems and program.

Technical Qualifications and Experienced required:

- MPH or masters in relevant area.
- Computer skills including database and analysis.
- Willing to travel at least 25-30% time.
- Good communication and writing skills.
- Able to work within a team.

- Experience in training.
- Experience in M and E.
- International work experience preferred.
- A commitment to social justice.

Note: This position is funded through a 5 year grant from the Doris Duke Charitable Foundation. A two year commitment is required, with the possibility for extension.

Interested candidates should submit a resume and cover letter to hr@pih.org.