cure
blindness
hcp

HIMALAYAN CATARACT PROJECT

TITLE: Monitoring, Evaluation, and Learning (MEL) Coordinator

REPORTS TO: MEL Manager

LOCATION: Vermont (US-based remote work considered for the right candidate)

ORGANIZATIONAL PROFILE:
Himalayan Cataract Project (HCP) works to provide critical eye care services, training for health professionals, and enhanced eye care infrastructure throughout Asian and Sub-Saharan Africa. Thirty-nine million people are needlessly suffering from blindness worldwide, 18 million of whom are blind from treatable cataracts that can be cured with a 10-minute, $25 surgery. HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents and an estimated 75 implementing partners.

Himalayan Cataract Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:
The MEL Coordinator will assist with all aspects of data collection and analysis, with a particular focus on program monitoring data. The ideal candidate will have knowledge and experience in international development and share HCP's passion for supporting local implementing partners to cure needless blindness. The position requires organization, attention to detail, thinking in systems and a focus on finding and building efficiencies.

ESSENTIAL JOB FUNCTIONS:
The MEL Coordinator works to advance the organization's MEL efforts in support of our mission.

Program Monitoring
- Spot check incoming data to ensure quality and completeness
- Maintain HCP Program Monitoring Dashboards, ensuring timely and accurate data entry
- Generate (automated) weekly reports on new data for program planning meetings
- Analyze and visualize programmatic data
- Update data collection forms and templates, as needed
- Liaise with partner organizations and in-country MEL staff and provide remote support for any data entry or submission challenges
- Contribute to quarterly and annual reports on programmatic outputs and outcomes

Evaluation and Learning

- Support in drafting of evaluation reports
- Support in training of enumerators and management of data collection logistics
- Participate in HCP-supported research programs, including study design, data collection, analysis, and reporting
- Support development, communication, and program teams in pulling statistics from HCP records and the general literature in support of grant applications, reports, and external communications
- Support in the development and tracking of indicators for special projects including gender equity and social inclusion programming, USAID/ASHA grants, etc.

QUALIFICATIONS:

Candidates should possess excellent analytical skills, the ability to write clearly and consistently for a myriad of audiences, excellent time management and interpersonal skills.

- Bachelor's degree in public health, statistics, international development, or related field
- Coursework in statistics required
- Familiarity with basic epidemiology preferred
- Advanced knowledge of Excel (Pivot Tables, VLookup, etc.)
- Experience with statistical analysis software such as R, SAS, SPSS, or STATA
- Experience with SQL and Smartsheet preferred
- Willingness to travel internationally (up to 10%) to program implementation areas in sub-Saharan Africa and South Asia

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in low to middle income countries with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with a passion for our mission.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.