

## JOB DESCRIPTION

Job Title		Department/Centre
<b>Monitoring, Evaluation, Research and Learning Manager (MERL Manager)</b> Fixed term		<b>Centres of Excellence at James P Grant School of Public Health, BRAC University</b>
Location	Responsible to	Date of start
<b>Dhaka</b>	<b>Director, Centre of Excellence, JPGSPH</b>	<b>1 January 2025</b>
<b>1. JOB PURPOSE</b>		
<p>The purpose of the MERL manager position at BRAC James P Grant School of Public Health (BRAC JPGSPH) is multi-faceted and aligned with the broader objectives of the Urban Health Activities (UHA) program implemented in collaboration with selected city and municipality corporations across Bangladesh. The underlying principles of UHA are resources optimization, data to decision making and quality, and equitable health services delivery in the populations of city and municipality corporations. The job objectives are to:</p> <ul style="list-style-type: none"> <li>• Support the Senior Manager-MERL in managing and enhancing the effectiveness of monitoring, evaluation, research, and learning initiatives within the UHA program at the city corporation level.</li> <li>• Assist in integrating research findings from epidemiological investigations, disease mapping/surveillance, and assessments of inequality and vulnerability into program strategies and activities at the city corporation level, ensuring that evidence-based approaches are utilized to address urban health challenges effectively.</li> <li>• Serve as a key liaison between program management and the research team, facilitating communication and collaboration to ensure alignment of objectives, exchange of information, and implementation of program activities within the city corporation context.</li> </ul>		
<b>2. JOB RESPONSIBILITY</b>		
<b>Monitoring, Evaluation, Research and Learning (MERL):</b>		
<ul style="list-style-type: none"> <li>• Support the design, implementation, and continuous improvement of monitoring, evaluation, research and learning (MERL) systems and processes within the UHA program.</li> <li>• Assist in the development and implementation of MERL frameworks, tools, and indicators to assess UHA program effectiveness, impact, and outcomes.</li> <li>• Support the team of MERL staff at the city corporation level, providing guidance and facilitating training to ensure the quality and integrity of data collection, analysis, and reporting.</li> <li>• Utilize research findings on urban health systems, epidemiology, health equity, health facility assessments, governance, financing, and quality of health care to generate evidence-based recommendations for program improvement, strategic decision-making, and organizational learning, fostering a culture of continuous improvement and accountability.</li> <li>• Facilitate the documentation and dissemination of lessons learned, best practices, and success stories from program activities to promote organizational learning and knowledge sharing.</li> <li>• Assist in implementing mechanisms for capturing feedback and input from stakeholders, beneficiaries, and staff to inform adaptive management strategies and promote a culture of learning and innovation within the organization.</li> </ul>		



**Capacity Strengthening:**

- Assist in implementing capacity- strengthening initiatives aimed at enhancing the skills and knowledge of healthcare staff and providers within UHA program at city corporation level.
- Deliver training sessions, workshops, and seminars to healthcare staff and providers at city corporation level, focusing on data collection, analysis, interpretation, and utilization.
- Monitor and evaluate the impact of capacity-building efforts on healthcare providers' performance and adjust strategies as needed to ensure effectiveness and sustainability at city corporation.

**Management:**

- Support Senior Research Fellow and Statistician in conducting research projects related to urban health systems, epidemiology, health equity, health facility assessments, governance, financing, and quality of health care, primarily utilizing secondary data sources.
- Assist in developing and implementing plans, policies, and procedures to guide MERL activities and ensure alignment with UHA program objectives.
- Allocate resources efficiently, including personnel, budget, and technology, to support MERL activities at city corporation and achieve overall program goals.

**3. OTHER RESPONSIBILITIES**

- Contributes to capacity building efforts by providing training, mentorship, and knowledge dissemination opportunities to empower stakeholders and strengthen the collective ability to address complex public health issues in urban settings

**4. EDUCATION, QUALIFICATIONS and EXPERIENCES**

- Master's degree in public health, Social Sciences or a related field.
- At least seven years of experiences working in the subject area. (At least 2 years of experience in managerial position)

**5. PROVEN ABILITY**

- Planning expertise
- Strong management skills
- Proficiency in monitoring and evaluation methodologies
- Ability to facilitate and deliver capacity-building initiatives.
- Excellent collaboration and communication abilities
- Problem-solving skills and adaptability
- Commitment to ethics and compliance
- Technical expertise in relevant areas such as M&E and data analysis

**6. SKILLS**

- Excellent interpersonal skills and ability to interact with diverse groups.
- Well developed facilitation skills.
- Strong analytical skills.

**7. PERSONAL COMPETENCE**

- Ability to maintain confidentiality.
- Ability to prioritize and manage time to meet deadlines.
- Self starter with ability to work independently and as part of a team.
- Awareness of and sensitivity to the multi-organizational environment in which UHA operates.



#### 8. Salary and Benefits

- Attractive salary can be offered to highly deserving candidates.
- Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy.

#### **Application Process:**

Interested candidates are invited to submit a cover letter, curriculum vitae (CV), and contact information for three professional references to [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) by **December 21, 2024**. Please indicate "**Monitoring, Evaluation, Research and Learning (MERL Manager)**" in the subject line of the email.

Only short-listed candidates shall be invited for the test. All tests & interviews will be held in Dhaka. BRAC JPGSPH is an equal opportunity employer and encourages applications from qualified individuals regardless of race, ethnicity, gender, age, religion, or disability. We are committed to diversity, equity, and inclusion in our workforce and research endeavours.

The Organization reserves the right to make an appointment at a grade lower than that advertised.