

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



UNDP Maldives invites qualified and interested candidates to apply for the position of Monitoring and Evaluation Associate in the Global Fund (GFATM) project.

The main objective of the project is co-ordinate the smooth implementation of the GF (Global Fund) funded activities and to achieve the objectives of the Programme Grants for HIV/AIDS, the M&E Associate may be required to travel to the implementation sites for the purpose of monitoring the GF supported activities.

Under the overall guidance and supervision of Global Fund Programme Specialist, the M&E Programme Associate works in close collaboration with the operations, programme and project staff to ensure effective monitoring, supervision and reporting of the activities carried out by the respective Sub Recipients.

Requirements:

- Secondary Education, preferably with specialized certification in accounting and finance.
- Degree in Public Health, Social Science, Management or any related field would be desirable but not a requirement
- Sound knowledge in managing field activities including M&E of interventions and results.
- Basic understanding of health related issues; Epidemiological literacy and skill in epidemiology surveillance
- Experience in Managing a project wherein systematic input, output and process data were collected, summarized and used to guide programmes would be an advantage
- Excellent working knowledge of information technology. Experience in the usage of computers and office software packages (MS Word, Excel, etc). Knowledge of Access is a good asset
- Availability for traveling (field work) for M & E purposes
- Experience in working with budding civil society and NGO's
- Ability to work in multidisciplinary groups
- The experience to "think outside the box" as the Maldives is such a challenge and unique in layout.
- Prior knowledge on Project Design and formulation, management and evaluation is an advantage
- 5 to 7 years of progressively responsible administrative or programme experience is required at the national or international level. Sound knowledge in managing field activities including M&E of interventions and results.

Remuneration and contract details

The assignment is for 12 months with possibility of extension. Monthly salary: Mrf. 13400.00 depending on qualification and experience.

For further requirements and detailed job description/terms of reference, qualified candidates are invited to visit UNDP's <http://www.mv.undp.org>

Deadline for applications is 5 November 2009. Applications with CV, completed P11 forms, copies of academic certificates, recommendation letters and copy of National ID card should be submitted to UNDP email: vacancies.mv@undp.org OR forwarded under confidential cover to the "HR Analyst, UNDP, UN Building, Male', Maldives". P11 forms can be downloaded from <http://www.mv.undp.org>.

UNDP will not accept incomplete applications. Interviews will be granted only to short- listed candidates. UNDP will only be able to respond to those applicants in whom there is further interest.