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MINISTRY OF HEALTH
DEPARTMENT OF PUBLIC HEALTH
ACCELERATING MOTHER AND CHILD HEALTH PROJECT
Project Management Unit



Ref (7) PMU/AMCHP/2024-2025/19

21st November 2024

Re-Announcement of Vacancy

The Project Management Unit for the Accelerating Maternal and Child Health Program (AMCHP Project) is pleased to re-announce the following vacancy on regular contract as detailed below:

Position Title	Slots	Qualification Requirement	Contract Term
Monitoring and Evaluation Officer	1	Bachelors in Public Health	1 year To be extended to 3 years based on the performance

All interested applicants are requested to submit the required information and documents within December 4, 2024 to the Project Management Unit Office, Department of Public Health. Please contact Ms. Sangeeta Rai at #77614564 or email her at sangeetarai1214@gmail.com for any clarification.

A. Documents required while applying:

1. Curriculum Vitae (CV);
2. No Objection Certificate, if employed
3. Bachelor's degree transcript and certificate,
4. Security Clearance
5. Medical certificate
6. CID copy

Shortlisting Criteria: The top 3 applicants based on their degree marks will be shortlisted for selection interview.



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Brief Background on the Project:

The AMCH project is aimed at improving mother and child health and nutrition services for pregnant and lactating women (PLW) across all districts. It provides Social and Behavior Change Communication (SBCC) to all registered Pregnant and Lactating Women (PLW), and Conditional Cash Transfers (CCT) to eligible PLW.

The AMCH project management is under the responsibility of a Project Management Unit (PMU) under the Department of Public Health (DoPH) at the Ministry of Health (MOH). The PMU is responsible for planning, coordination, monitoring and evaluation, performance tracking, financial management, procurement, social & environmental management, effective record keeping and data management systems, and progress reporting of all project activities in close collaboration with all relevant stakeholders including other departments of the Ministry of Health

Key Responsibilities of M&E Officer

- Assist in development of the M&E Manual, standard monitoring tools and approaches including M&E dashboards for PMU and MOH's management.
- Assist in the development of Log-frames, Annual Monitoring Plans and relevant data-collection systems, for tracking and monitoring of project activities. Keep the aforementioned documents updated, in accordance with project activities and timeframes, as relevant.
- Develop baseline data for all relevant project indicators.
- Design and develop ToRs for procurement of consultancy services for surveys/baselines, assessments including Mid/End-Term evaluations, operations review (spot checks and process evaluation).
- Track progress of various project activities as per work plans to ensure timely achievement of milestones and deliverables.
- Undertake regular monitoring visits to project districts
- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Support the implementation of a knowledge management and learning strategy
- Keep record of the monitoring reports prepared by internal M&E and TPE.