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# Job description

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| ***Job Descriptions will be reviewed annually*** | |
| Job title | **Learning Manager** |
| Programme | Ghana Somubi Dwumadie Programme (Ghana Participation Programme) |
| Location | Accra, Ghana |
| Reporting to | Programme Monitoring, Evaluation and Learning (MEL) Advisor |
| Responsible for | N/A |
| Liaison with | Other members of the Ghana Somubi Dwumadie programme teams, other members of the programme consortium and grants implementing partners |
| Hours | 40 hours |
| Type of contract | Full time, Fixed Term Contract – 1 year |
| **Organisation** | |
| Tropical Health is an international consultancy group focusing on monitoring, evaluation, research and learning in health and related sectors in Africa and Asia. We offer comprehensive services in the area of M&E and operational research that range across:   * Developing, reviewing, supporting the implementation and reporting against results-based monitoring frameworks at programme, country, regional and global levels. * Designing and supporting implementation of surveillance systems and facilitating improvements of routine health management information systems. * Designing, implementing, interpreting and disseminating the results of various types of representative surveys, operations research and comparative studies. * Undertaking various types of evaluations and reviews of health interventions and programmes for programmes design improvement and planning. * Synthesizing and presenting evidence on key health issues and impact of health interventions and programmes to a variety of audiences.   We work in the areas of comprehensive health sector reform and service provision as well as in specialised areas such as maternal, neonatal and child health, communicable diseases and social inclusion. Transferring knowledge and building local capacity cut across all our work.  Tropical Health is committed to providing equal opportunities to candidates of all abilities in the workplace. | |
| **Programme: Ghana Somubi Dwumadie** | |
| Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK aid from the UK government. The programme is run by an Options’ led consortium, which also consists of BasicNeeds-Ghana, Kings College London, Sightsavers International and Tropical Health, and focuses on four key areas:   * Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities * Scaling up high quality and accessible mental health services * Reducing stigma and discrimination against people with disabilities, including mental health disabilities * Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions | |
| **Main purpose of job** | |
| To lead on the effective implementation of the Ghana Somubi Dwumadie Learning Plan. This role will be responsible for ensuring that structures and systems are established to foster, facilitate, capture and act on learning across all areas of the programme in order to help generate evidence and deepen understanding of disability and mental health inclusion in Ghana. The programme’s Learning Plan is embedded as an integral function of the wider programme MEL so that monitoring, evaluation and learning functions work alongside each other synergistically to provide upwards and downwards accountability, and actively generate and capture learning, both for adaptive and responsive management, and to demonstrate what works in programming for disability, including mental health, and inclusion.  In addition, where needed, the position will act as in-country focal person for Tropical Health led activities in the programme. | |

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| **Main duties** |
| **Learning approach**   1. In line with the programme approved Learning Plan, establish and manage effective programme approaches and methodologies to routinely capture and act upon learning as part of an embedded function within the routine programme MEL work   Ensure that the Programme’s learning orientation and approach is user-led, adaptive and evolving throughout the Programme.   1. Working with the MEL Advisor, contribute to the regular review of the programme MEL plan; using learnings to inform programme adaptations for the MEL plan – taking leadership/custodian of the TOC as a living document for the programme and the programme learning agenda. 2. Build internal programme and grantees’ stakeholders’ capacity in interactive and robust learning and evidence-based adaptive management processes   **Learning management**  Develop and manage effective data collection tools, collation, and reporting structures for integrated programme learning, ensuring appropriate securement of resources, effective capacity and quality assurance mechanisms. These mechanisms and processes are expected to capture internal leaning on programme processes and approaches and capture change that occurs in Mental Health and Disability well-being and inclusion in Ghana. Mechanisms are expected to include:   * 1. Beneficiary feedback loops in collaboration with the rest of the MEL team, especially as grantees are concerned;   2. Forum for reflecting, discussing, action planning and disseminating on the basis of evidence and learning identified in alignment with principles of adaptive programming; development of programme lessons learnt process;   3. After action reviews with consortium partners and stakeholders;   4. More as defined as part of the programme approved and evolving Learning Plan  1. Provide strategic and technical support and guidance to ensure data compliance for all learning activities, including adherence to robust ethical protocols. 2. Working with M&E Advisor, lead processes to distil and integrate learning emerging from global evidence into programme implementation   **Learning documentation**   1. Contribute to production of robust programme learning products and MEL reports, leading on the triangulating of monitoring, evaluation with learning data from all partners/stakeholders, including quality standards assessments to identify gaps and actions for improvement. 2. Working in partnership with the Communications Manager, produce and disseminate key learnings with internal and external stakeholders to both inform and support measures of programme change/adaptation (lessons learnt process) – this is to also include the identification of cross-programme opportunities and lessons learned as well as stories of change. 3. Work closely with MEL Adviser to gather evidence and prepare adequately for FCDOs Annual Reviews   **Management and Coordination**   1. As needed, support the MEL Advisor with the management and delivery of the overall MEL plan including the collection, collation and reporting of data and results 2. Liaise closely with programme staff to build a collaborative MEL team culture, building staff MEL capacity where feasible 3. Work closely with the consortium’s MEL consultants and advisors in order to ensure best practice is being applied to all workstreams and activities of work   Tropical Health in-country focal point   1. Where needed, act as in-country focal person for Tropical Health led activities in the programme, including but not limited to supporting work planning, liaising with key stakeholders, being focal point for in-country activities organisation such as workshop (with support from the programme assistant). |

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

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| **Signed by:** | **Date:** |
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# Person specification

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Master’s degree in or relevant post-graduate qualifications in social  sciences (e.g. international development, public health, monitoring and evaluation,) or other relevant areas, **alternatively,** 7 years demonstrated professional experience in an MEL role with a focus on learning. | ü |  |
| **Experience** |  |  |
| Mid-level technical expertise in the field of health programme monitoring,  evaluation and learning, including leadership of learning system development and implementation  Able to confidently engage with multiple stakeholders in order to gain consensus around integrating learning int programme M&E frameworks and processes.  Experience strengthening individual and institutional MEL capacity, with a focus on learning  Experience, with demonstrated results of managing complex MEL systems and sources, including qualitative and quantitative data collection and analysis  Knowledge of data analysis software programmes (e.g. STATA, SPSS,) and able to produce analysis and graphic representation of results  Understanding of mental health and disability  Understanding of social inclusion, safeguarding and value for money principles for M&E purposes  Working knowledge of the health and development sector in Ghana | ü  ü  ü  ü  ü | ü  ü  ü |
| **Skills and attributes** |  |  |
| Ability to work with diverse and large teams and to foster positive technical working relationships with counterparts and partners at different levels, across countries, organisations and teams  Facilitation, networking and capacity building skills  Effective and strong verbal and written communication and presentation skills  Demonstrated planning and organising skills, and the ability to be adaptive  Ability to balance attention to detail with understanding the big picture.  Ability to condense programme data and learning into key messages, user-friendly summaries, and communications products  Cultural sensitivity and team player | ü  ü  ü  ü  ü  ü  ü |  |
| **Other requirements** |  |  |
| Commitment to equal opportunities  Strong commitment to human rights, equal opportunities  Fluency in English (spoken, written, reading)  Fluency in national Ghanaian languages (spoken, written, reading)  Ability to travel within Ghana as required up to 15% of working time | ü  ü  ü  ü  ü |  |

# Application Instructions

Interested applicants should submit the following via <https://www.trophealth.com/work-with-us/> by **Wednesday 10th March 2021** at 17.00hrs Ghana time:

1. Updated curriculum vitae (CV) (pdf or Microsoft Word) written in English

2. A cover letter, maximum one page, written in English, describing

* 1. relevant experience and your interest in the position
  2. contact information for three relevant references
  3. your salary expectations
  4. your earliest availability

3. Please do NOT send photos, certificates, or other attachments

Only candidates selected for the interview stage will be contacted. Interviews will be held **week beginning 15th March 2021.**

We thank all applicants in advance for their interest in working with us.