



**CENTRE for
TROPICAL MEDICINE
and GLOBAL HEALTH**



Job title	Africa Oxford Monitoring, Evaluation and Learning Manager
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Centre for Tropical Medicine and Global Health, The Peter Medawar Building, South Parks Road, Oxford, OX1 3SY
Grade and salary	Grade 7: £36,024 - £44,263 with a discretionary range to £48,350 p.a.
Hours	Full time
Contract type	Fixed-term contract for 12 months Funding is provided by the Africa Oxford Initiative
Reporting to	Kevin Marsh, AfOx Co-Director
Vacancy reference	172661

Hybrid working arrangements	The successful person will need to work on site for a minimum of 3 days per week
Additional information	This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship or a Global Talent Visa under UK Visas and Immigration legislation. Therefore, the Nuffield Department of Medicine welcomes applications from international applicants who require a visa.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - https://www.tropicalmedicine.ox.ac.uk/
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community



**Athena
SWAN**
Silver Award



The role

Over the last eight years AfOx has developed a series of programmes to support the development of equitable collaborations between researchers and academics across Africa and colleagues in Oxford, across all divisions of the university. Together these programmes have involved over 700 researchers across over 120 African institutions in 32 countries and over 40 departments in Oxford. Reporting to the Co-Director AfOx, you will be responsible for designing and implementing approaches to evaluate impact and assess learning from these programmes in order to refine existing programmes, design new ones and to provide ongoing frameworks for building research networks across the AfOx themes of Healthy People, Green Futures, Integrated Societies and Innovation for prosperity.

Responsibilities

You will:

- Design and implement survey tools to evaluate the impact of AfOx catalyst grants, AfOx Visiting Academic Fellowships and AfOx Health Innovation fellowships over an eight-year period, and going forward, across all scientific and academic disciplines.
- Design and conduct structured interviews with AfOx visiting Academic fellows and their Oxford counterparts with a view to maximising the impact of this scheme and developing an Alumni research network.
- Design and conduct surveys and/or interviews with AfOx program staff and other university administrators to assess respective process and inform process improvement.
- Conduct quantitative and qualitative analysis of the data collected and present written reports for presentation at departmental and divisional level across the university.
- Manage and supervise interns working on the different AfOx programmes.
- Build strong professional relationships with and provide advice to African researchers wishing to develop collaborations with colleagues in Oxford and vice versa.
- Work with the AfOx communication team and web site developers to develop and implement systems for continuously updating a data base of Oxford-African research collaborations across all divisions of the university.
- Work with colleagues in AfOx to integrate continuous learning into the design of AfOx programmes.
- Contribute to writing funding proposals to support new Oxford Africa collaborations.
- Represent AfOx at external meetings/seminars.
- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups in the UK and across Africa.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.



Selection criteria

Essential

- Hold a relevant Master's degree.
- Experience of research relevant to at least one of AfOx's themes (Healthy People, Green Futures, Integrated Societies and Innovation for Prosperity).
- Demonstrated ability to design, implement and evaluate survey tools.
- Strong qualitative analytical skills and meticulous attention to detail.
- Strong IT skills including tools for data management and visualisation.
- Strong interpersonal skills and experience in working collaboratively in small teams to deliver a common goal.
- Excellent communication skills, including the ability to write for publication, present data at conferences, and represent AfOx at meetings across the university and externally.
- Possess sufficient knowledge of the Oxford and African academic landscapes to evaluate the impact of research collaborations in a wide range of disciplines.
- Ability to manage own research and administrative activities.

Desirable

- Hold a PhD/DPhil in a relevant subject.
- Record of research publications.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject to a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Travel outside of Europe or North America on University Business



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement



The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

