

Job title	Programme Coordinator - Monitoring, Evaluation, and Learning
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Sciences Institute, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ And on occasion, Li Ka Shing Centre for Health Information and Discovery, Old Road Campus, Oxford, OX3 7LF
Grade and salary	Grade 6: Salary in range £34,982 - £40,855 per annum with a discretionary range to £44,382 p.a. (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time
Contract type	Fixed-term contract until 30 June 2027 Funding is provided by the Mastercard Foundation, Bill and Melinda Gates Foundation, FCDO, Wellcome, Moh Family Foundation
Reporting to	Monitoring, Evaluation, and Learning Specialist
Vacancy reference	177541

Hybrid working arrangements	The successful person will need to work onsite for a minimum of 3 days per week.
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 – www.psi.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 pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata) 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

The role

The Pandemic Sciences Institute (PSI) works to identify, counter, and effectively manage future pandemic threats. Through global cross-sector partnerships, we create science-led innovations that accelerate knowledge generation and exchange, and develop new diagnostics, treatments, vaccines, and digital disease control tools. Our focus is equitable access to benefits for all.

PSI is recruiting a Programme Coordinator – Monitoring, Evaluation, and Learning (MEL) to support the operationalisation, execution, and tracking of MEL frameworks and workplans.

This is a new role and is positioned within the MEL team and reports directly to the PSI – Monitoring, Evaluation, and Learning Specialist, who in turn reports to the PSI Strategy, Research, and Culture Lead. Under the supervision and guidance of your line manager, you will implement MEL frameworks, data management, quality assurance, and related activities; coordinate internal and external implementing partners and stakeholder engagement, conduct descriptive analyses, develop surveys, forms, reports and tools to support a wide range of stakeholders, and deliver essential administrative and logistical support for day-to-day operations of MEL initiatives.

You will play a critical role in the continuous improvement and successful delivery of PSI's mission and two high profile programmes.

PSI-wide activity

You will support the development and implementation of PSI's MEL framework and tools, organise logistics for programme specific and organisational learning and improvement, and contribute to the development and continuous improvement of MEL tools for researchers. You will also manage day-to-day operations of MEL related activities and tasks across the institute. This will account for approximately 40% of your time.

The Africa Pandemic Sciences Collaborative (in partnership with Mastercard Foundation)

In collaboration with a wide range of existing and new African partners (led by the Science for Africa Foundation (SFA Foundation)) and Mastercard Foundation, PSI has recently launched a bold initiative of over \$70 million in value to establish networks of scientific excellence in epidemic and pandemic research, preparedness, and response across Africa. This initiative will include a wide-ranging portfolio of policy engagement, knowledge exchange and capacity-strengthening activities and will contribute to measurable, inclusive, and sustained growth in individuals, institutions, and social and economic systems in Africa and globally. You will work closely with SFA Foundation and Mastercard Foundation to track, reconcile, and report activities according to the Monitoring, Evaluation, Accountability, and Learning Strategy and Framework for the Collaborative. This will account for approximately 30% of your time.

The International Severe Acute Respiratory and emerging Infection Consortium (ISARIC)

ISARIC's work programme is organised into three complementary platforms: clinical research, interoperability and acceleration, and capacity sharing and quality improvement. This ambitious five-year work programme will generate clinically meaningful research evidence on the diseases of initial focus, whilst substantially improving clinical research readiness for emerging infectious disease threats through increased collaboration, improved interoperability, enhanced agility, and strengthened capabilities. The centre of gravity of the work will be low- and middle-income countries (LMICs), and

the capacity-sharing and quality improvement platform will seek to empower local research leaders. Evaluation and learning are key to the success of these developments. You will provide administrative and programming support on the design, implementation, delivery, and continuous improvement of a MEL framework based on ISARIC's Theory of Change model. This will account for approximately 30% of your time.

Responsibilities

You will:

- Support the development, operationalisation, execution, and tracking of MEL frameworks, workplans, and tools and manage day-to-day operations of MEL related activities and tasks, delivering essential administrative and logistical support
- Perform data management activities, including data entry, data quality assurance, and descriptive analysis to ensure the accuracy and completeness of MEL data and to track MEL workplan timeline and deliverables
- Develop surveys, forms, and tools based on MEL frameworks to support the programming and reporting activities
- Coordinate stakeholder engagement - manage communications and liaise with external stakeholders and implementing partners and staff across PSI
- Maintain professional networks with internal and external stakeholders and international collaborators to build partnerships that advance programme goals and objectives
- Assemble, draft, and support preparation of high-quality reports and presentations and ensure timely submission, using data collection and reporting tools as required
- Prepare and circulate MEL materials – digital or otherwise – and oversee MEL documentation and knowledge management systems in conjunction with overseas collaborators
- Organise meetings, including agenda creation, minute-taking, and follow-up actions and provide logistical support for stakeholder/ partner engagements, workshops, conferences, and webinars
- Contribute to monitoring and tracking expenses related to MEL activities to ensure alignment with programme budgets
- Undertake professional development and training in MEL/MEAL/MERL, project management, research management, and other professional development as desired. This may include attending workshops and conferences both within and outside the University.
- Undertake any other reasonable duties appropriate to the role and grade, as directed by the PSI Monitoring, Evaluation and Learning Specialist
- 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

- Educated to degree level or equivalent in social sciences, public health, international development, data science, or other relevant discipline
- An interest in evaluation, learning and continuous improvement
- Demonstrable experience in or ability to support programme monitoring and evaluation, both in-person and remotely
- Demonstrable experience working in established and adaptive (new) programmes
- Excellent organisation and administrative skills, with ability to plan, coordinate, and manage multiple tasks in various time zones and effectively prioritise
- Excellent analytical skills with experience or ability to manage and analyse qualitative and quantitative data
- Ability to organise own workload, work independently, and meet deadlines
- Ability to work collaboratively in a diverse, global environment
- Strong interpersonal skills, with an ability to communicate clearly with and anticipate the needs of diverse, international stakeholders
- Strong writing, analytical, critical thinking, and oral presentation skills
- Keen attention to detail and accuracy in all work
- Flexibility and adaptability to meet the evolving needs and priorities of the programmes and the Institute
- Academic or practical experience in programme and/or MEL support or delivery, and ability to rapidly learn and gain proficiency in data management / MEL software and/or platforms
- Proficiency in using a range of computer-based and online applications, particularly Microsoft 365 Suite (Word, Excel, Outlook, SharePoint, and Teams), Google Suite, and Zoom
- Willingness and availability to travel overseas on an occasional basis, including to Africa, Asia and Latin and North America

Desirable

- A good command of French, Spanish, or Portuguese
- Experience working within a research environment / higher education
- Experience with data quality assurance tools
- Experience working internationally and/or with international partners



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 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.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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.

