

VACANCY ANNOUNCEMENT

Date of the first publication: 29th Shrawan 2080

Position: Monitoring and Evaluation Officer

Number:1

Workplace: AKB Education Foundation (AKBEF), Banepa

Reports to: Co-founders of AKBEF or any designated by them

Salary: NPR 30,000/- per month

Job Code: 01-2080/81

Role Overview:

The Monitoring and Evaluation Officer is responsible for overseeing various administrative tasks, event management, examination support, logbook monitoring, and clinical research. The officer will work closely with the Fellows of AKBEF and co-founders or their designated representatives to ensure the smooth functioning of various activities.

Key Responsibilities:

1. Event Management:

- Coordinate and manage medical conferences and events such as Fellow Con, Ortho Con, and others as required.
- Collaborate with relevant departments to plan, organize, and execute events effectively.
- Ensure all logistical arrangements, participant registrations, and necessary resources are in place for successful events.

2. Administrative Support:

- Provide administrative assistance to the examination processes of fellows, including scheduling, coordination, and documentation.
- Assist in maintaining accurate records of examination results and performance evaluations.

3. Logbook Monitoring:

- Monitor and review the logbooks of fellows, ensuring that they are properly maintained and updated.
- Provide guidance and support to fellows regarding logbook requirements and documentation standards.

4. Clinical Research Coordination:

- Assist in clinical research projects.
- Collaborate with research teams to ensure proper data collection, documentation, and adherence to ethical guidelines.

5. Monitoring and Evaluation:

- Develop and implement monitoring and evaluation frameworks for fellows.
- Collect and analyze data to assess the effectiveness and impact of different research initiatives.

6. Administrative Duties:

- Handle general administrative tasks as required, including data entry, recordkeeping, and correspondence.
- Maintain organized files and documents related to events, examinations, research, and evaluations.

7. Reporting:

Prepare regular reports on event outcomes, logbook compliance, research progress, and evaluation results. Present findings to relevant stakeholders and recommend improvements based on the data analysis.

8. Communication:

- Maintain effective communication with fellows and the co-founders of AKBEF or designated representatives regarding the progress of various activities.
- Liaise with hospital staff, fellows, and external partners to ensure smooth coordination and collaboration.

Qualifications and Requirements:

- Bachelor's degree in Public Health
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in the research tools e.g., SPSS
- Attention to detail and the ability to work independently.
- Knowledge of hospital operations, medical terminology, and research processes is advantageous.

- Prior experience in event management, research coordination, or healthcare administration is a plus.

To Apply

Interested eligible persons may apply with a cover letter explaining the suitability of the position, updated curriculum vitae, copies of academic certificates, citizenship, and two PP-size photos within 7 days of the first publication of this notice.

The application should be submitted to

The Administration

Banepa, Kavre

Contact No: 011-661666, 011-661888

Email: akbef.vacancy@gmail.com

Qualified Persons with Disabilities & women are strongly encouraged to apply. Applicant should be committed to the protection & safeguarding of Children with Disabilities. Only shortlisted candidates will be called for further assessment.

Note: This job description is intended to outline the general nature and level of work performed by employees in this role. It is not exhaustive and may be subject to change based on the needs of the AKBEF.

