

## VACANCY: JUNIOR PLANNING, MONITORING, EVALUATION & LEARNING OFFICER (32 HOURS/WEEK)

As a junior Planning, Monitoring, Evaluation & Learning (PMEL) Officer at Wemos, you will play an important role in coordinating and supporting the different planning, monitoring and evaluation processes at Wemos. Your objective? To ensure that all these processes are streamlined and eventually support our organisation in advocating the human right to health for all.

### We are Wemos: nice to meet you!

At Wemos we consider health a universal human right. As an independent civil society organisation, we aim to improve health worldwide. In line with the Sustainable Development Goals (SDGs) and the ambition for Universal Health Coverage (UHC), we dive into questions such as: How do we achieve a fair and sustainable deployment of sufficient health care personnel worldwide? How do we ensure sufficient financial resources to provide everyone with access to good health? And what is needed to ensure that medicines are accessible and affordable? Based on our knowledge and experience in the field, we influence governments and international institutions, and we work with local organisations to link their national advocacy and the broader global changes.

We work on three themes: Access to Medicines, Finance for Health, and Human Resources for Health. Planning, monitoring, and evaluation is a core function within all of Wemos' programmes, both for learning as well as accountability purposes. As a lobby and advocacy organisation, Wemos aims to influence the political will and decisions of politicians, policy-makers, and other stakeholders to effectuate Dutch and international policy change. Measuring the processes and outcomes of our advocacy interventions is crucial but challenging. It requires understanding of the critical issues within the bigger picture of global health, and a structured and analytical mind-set to disentangle and interpret the different forces at play.

We are looking for a widely deployable, well organised, and highly motivated

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to start work as soon as possible.

You will support the programme teams during all stages of the planning, monitoring, and reporting processes. In close collaboration with the PMEL officer, you will also monitor potential new funding opportunities and support proposal development.

### Responsibilities:

- Support the programme teams to regularly monitor progress for their annual work plans;
- Organise periodic PMEL sessions: planning meetings, writing preparatory documents and meeting reports;

- Keep organisation-wide PMEL registries - such as Wemos' Outcome Harvesting log - up to date, and gather information from these and other resources as input for Wemos' annual report;
- Coordinate periodic monitoring and reporting for the different projects: working with the programme teams and their external partners to make sure that results are reported in time and according to the requirements of the different donors;
- For the current two projects under the Human Resources for Health Programme:
  - Support coordination of the work plans/deliverables: keeping track of planning, contacting project partners to ensure timely submission of (draft) deliverables, supporting project partners in the regular monitoring of their work plans;
  - Help with the organisation of stakeholder meetings and policy dialogues (in the Netherlands);
- Monitor Dutch, EU and international Calls for Proposal and identify funding opportunities from institutional donors and foundations;
- Support the coordination of proposal development processes, in close collaboration with the programme teams and the PMEL officer.

### Position in the organisation

The junior PME Officer is supervised by the PMEL officer.

### What we offer

- An enthusiastic team of Global Health Advocates, communications specialists and organisational support
- An inspiring internationally oriented organisation currently located in Amsterdam. Note: we are currently working from home due to Covid-19. Home office essentials are provided. In the future we will have a hybrid set-up, working partially from home.
- A 32 hours working week
- A contract for one year
- A salary based on experience and background

### What we ask: required knowledge, experience, and skills

- Academic working and thinking level
- Knowledge of and/or affinity with international public health and advocacy
- Able to work independently as well as in a team
- Strong planning capacities and able to work with tight deadlines
- Strong communication skills
- Ability and flexibility to respond to change and ad-hoc situations
- Fluent in Dutch and English, written and spoken

### We consider it as a big plus if you also

- Have demonstrable knowledge and experience in the field of planning, monitoring and evaluation
- Have demonstrable knowledge of Dutch and international institutional funding
- Have experience in the non-profit sector, preferably in an international environment

### How to apply?

Submit your letter of motivation and curriculum vitae to [info@wemos.nl](mailto:info@wemos.nl) on **Friday 3 December 2021 close of business** at the latest. The first interviews will be held in **week 49 (6-10 December)**.

Wemos strives for diversity in its workforce and is committed to an inclusive work environment, with a rich diversity of colleagues in terms of gender, sexual orientation, religious and/or cultural background and/or disability.

### Would you like more information?

For further information, please contact Marieke Verschuuren, PMEL officer, at [Marieke.verschuuren@wemos.nl](mailto:Marieke.verschuuren@wemos.nl)

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*Offers from recruitment/employment agencies will not be considered*

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