



JOB DESCRIPTION:

Program Evaluation and Research Analyst

Updated:?

Union: MAHCP

Occupational Group:

QUALIFICATIONS:

- Graduate degree in the education, health, social services or related fields
- Two years experience in the area of education, health, social services, or related fields.
- Experience in program development, delivery, and coordination
- Experience in program evaluation and formal academic research
- Knowledge of community health issues
- Experience working in a cross-cultural context
- Excellent problem solving skills
- Excellent team building skills
- Demonstrated effective communication skills
- Computer literacy in relevant software
- Supportive of Klinik's mandate and philosophies

RESPONSIBILITIES:

- Plan, design and implement monitoring and evaluation of programs
- Conduct analyses, review program implementation and outcomes and prepare recommendations aimed at developing new or improving existing programs
- Develop methodology for collecting information used for program planning and evaluation
- Analyze data and evaluate findings
- Write research and evaluation and other reports
- Present findings for necessary action and other research findings
- Participate in formulating strategies to improve existing programs and procedures
- Academic writing for publication purposes i.e. relevant Professional Journals
- Participate in the evaluation of education and training curricula
- Assess and analyze needs and trends, and develop strategies for program development and delivery
- Assist in program design and planning by reviewing relevant literature, conducting interviews, collecting and analyzing statistical data and providing advice to program developers
- Provide technical support on program evaluation
- Maintain files and statistics
- Participate in inter-agency networks and committees
- Collaborate with other agencies and institutions

Other

- Participates in training courses and in services offered elsewhere and by Klinik in order to maintain and improve quality of service
- Attend staff meetings as required
- Participate in formal self-evaluations by identifying strengths and limitations

- Seek appropriate supervision/consultation of own actions
- Adheres to all agency policies, protocols and promotes best practice
- Perform other duties and functions related to their job description not exceeding above stated capacities

COMMUNICATION:

- Articulates complex information clearly and concisely in spoken and written formats
- Gives and receives feedback in a constructive and professional manner
- Advocates for a person or cause by adhering to principles of empowerment and collaboration

TEAMWORK:

- Builds and maintains collaborative and respectful working relationships
- Communicates directly and professionally with volunteers and team members across the organization
- Provides expertise, information and support to others
- Follows a constructive and effective process to resolve conflict

WORK HABITS:

- Ensures accuracy and high standards for work
- Organizes, prioritizes, plans and coordinates own tasks to complete work efficiently
- Demonstrates accountability and follow through on commitments and goals
- Adapts to change and displays openness to new ideas and approaches

Additional Requirements:

- Satisfactory Criminal Record, Child Abuse and Adult Abuse Registry checks