Society for Health Education
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سوسائٹی فور ہیلتھ ایجوکیشن
ف. ކުލުނު ވެހި
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10-ގ/88/4 ރަޖިސްޓްރީ ނަންބަރ
E-mail: shemaldives@she.org.mv ޢީމެއިލް

Ref: SHE/ADM/26/96-AD

BE A PART OF SHE!

Society for Health Education (SHE) is looking for a suitable candidate for the following post.

PROGRAMME OFFICER – M&E

Qualification: Diploma or Bachelor's Degree in Health / Social Science / Communication / Business Administration / Business Management / Psychology / Project Management or Accounting and Finance

Requirements:

Should be a Maldivian.

Working knowledge of MS Office and Corel Draw and Canva.

Strong time management and organizational skills

Solid understanding of project management principles

Strong written and oral communication skills

Exceptional interpersonal, organizational and communication skills

Willing and able to multi-task

Able to understand basic financial statement and work plans

Focused and target oriented

Able to work as part of a team

Able to travel on occasions when required

2 – 3 years of work experience in a project would be an added advantage

Key Responsibilities and Accountabilities:

- Overall responsibility of the Monitoring and Evaluation procedures of the organization.
- Reviewing and compiling statistics to create a Performance Framework including data, indicators and targets.

- Constructing forecast reports based on previous and current years data for review and reference from departments.
- Ensure documentation of all M&E related activities of the projects for future reference and verification.
- Assist in designing and implementation participatory planning processes and procedures.
- Facilitate communication between those carrying out field implementation and decision-makers on the number and quality of activities undertaken from each department.
- Conduct Monthly Reviews of all activities of SHE.
- Develop and deliver program reports, work program budget, half yearly report and annual report of evaluation.
- Ensure final project evaluation is completed for all the projects.
- Operational monitoring and coordination of program/project related events.
- Support and maintain documentation of program department.
- Attend project related meetings and updating records.
- Assist in proposal development and managing the proposal development process.
- Coordinate activities of assigned agencies and specific program/projects and undertake general administrative tasks required for project activities.
- Plan, execute, and finalize project activities according to deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members.
- Undertake other applicable tasks assigned by the Head of the Program Department.

Working Hours: **0800 HRS to 1430 HRS**

Working Days: **Sunday to Thursday (except weekend and all public holidays)**

Benefits include: **Health Insurance, Employee Loans for Staff, Other beneficial leaves.**

Total Salary Range: **MRF 6,970.00-11,120.00** (will be determined based on qualification and experience)

Interested candidates are requested to submit their CV, attested copies of relevant educational certificates, ID card copy, police certificate, job reference letters and covering letter addressed as:

Iyasha Leena
Chief Executive Officer
Society for Health Education
M.Kulunuvehi, 1st Floor, Buruzu Magu

You can either submit hardcopy to the reception or email to: hr@she.org.mv (please keep the subject heading name as "Application for Program Officer M&E" when emailing.)

DEADLINE FOR SUBMISSION IS 10th NOVEMBER 2026 BEFORE 14:00 HRS

***Only Shortlisted Candidates will be contacted**

For more information please contact:
3029771/ 7989037
hr@she.org.mv

SHE is committed to the safety and protection of children, young people and vulnerable adults and this role may involve contact with these groups. Our recruitment and selection procedures reflect our Commitment to the safety and protection of children, young people and vulnerable adults in our programmes. SHE is committed to equal opportunities, cultural diversity and encourages women, young people and people with disabilities to apply.