



## ICAP at Columbia University Job Description

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| <b>Job Title</b>          | <b>Program Management Specialist</b>                      |
| <b>Reports to (Title)</b> | SOMEK Project Director<br>Regional Deputy Director for SI |
| <b>Location</b>           | Samarqand or Tashkent, Uzbekistan                         |
| <b>Date</b>               | March 2025  |

### **PROJECT SUMMARY:**

ICAP at Columbia University's Mailman School of Public Health (<https://icap.columbia.edu/>) supports high-quality HIV-related activities worldwide. ICAP collaborates with host country governments and non-governmental organizations to strengthen health systems and build capacity for programs addressing HIV/AIDS and other significant illnesses, such as tuberculosis and malaria.

Since 2011, ICAP has been implementing activities in Central Asia aimed at achieving HIV epidemic control by building the capacity of local service providers to deliver effective HIV prevention, testing, and treatment services. These efforts also include strengthening HIV-related strategic information systems and enhancing data use for effective HIV program management.

In 2025, ICAP anticipates launching the Elton John AIDS Foundation (EJAF) Samarqand Oblast Model for Epidemic Control (SOMEK) project to support Samarqand Oblast in reaching the UNAIDS 95-95-95 goals. In close collaboration with the Ministry of Health and local NGOs, ICAP will implement rapidly scalable clinical and community-based interventions, proven successful in other EJAF-funded projects, with a primary focus on prevention, high-yield testing, and increasing the number of people living with HIV (PLHIV) who are on treatment and virally suppressed.

### **POSITION SUMMARY:**

Under the direct supervision of the Project Director and the Regional SI Deputy Director, the Program Management Specialist will support implementation and lead monitoring and evaluation of the SOMEK project to facilitate and support the achievement of UNAIDS 95-95-95 goals, which includes project activities aimed at improving the quality of HIV prevention, testing and treatment services, including the timely initiation of antiretroviral therapy (ART), ensuring high retention rates on ART and achieving viral suppression provided in the community.

### **JOB RESPONSIBILITIES:**

- Participate in the adaptation, design, and implementation of interventions and innovative approaches to increase coverage and improve the quality and effectiveness of facility and community-based services for prevention, testing, early initiation of ART, and adherence to HIV treatment.

- Assist in continuous assessments of needs and structural barriers that prevent PLHIV and key populations from accessing HIV services to inform program development and implementation.
- Participate in capacity building activities (trainings, workshops, webinars, site-visits, etc) for the facility and community service providers to improve quality of HIV prevention, testing and treatment services.
- Develop and implement data quality assurance procedures to ensure accuracy, consistency, and reliability of data across all project sources.
- Participate in the adaptation and improvement of electronic services such as HIVTEST, e-SNS, TYP, and others as needed.
- Support data collection, and ensure effective and regular use of granular data to identify key program insights and assess progress and the impact of current program interventions.
- Participate in routine monitoring of all project activities (HIVTEST, SNS, etc), analyze the implementation of project indicators to ensure continuous progress: identify key barriers, reasons for non-compliance with indicators, identify, discuss and support the implementation of effective solutions to overcome barriers.
- Conduct site-level monitoring and provide mentoring support to build local capacity in the provision of high-quality HIV prevention, testing and treatment services.
- Works with NGOs and AIDS centers to prepare consolidated monthly, quarterly, semi-annual program reports.
- Participate in the development and periodic revision of work plans, budget, project indicators as well as other project documents.
- Compile, review and keep up to date with the current in-country policies and programs related to HIV prevention, testing, care, support and treatment.
- Coordinate the content development, design of various information, education and communication (IEC) materials (printed and video) and publications in social media.
- Participate in the development of sustainability plans for effective models developed and implemented during the project.
- Prepare, update and communicate progress reports and Power BI dashboards for project management and the program specialists, highlighting achievements, identifying gaps and bottlenecks, and offering actionable recommendations.
- Ensure compliance of all ICAP activities with local and ICAP rules and regulations.
- Perform other duties as required by the line manager or Regional Director for Eurasia.

#### **MINIMUM REQUIRED QUALIFICATIONS:**

An enthusiastic, highly motivated, and dynamic self-starter and a fast-learner who is eligible to work in Uzbekistan and meets the following criteria:

#### **Education:**

University-level Degree in medicine, epidemiology, public health or social sciences. Advanced degree is an asset.

#### **Experience, skills & minimum required qualifications:**

- At least 3 years of applied practical experience in health project management, preferably related to HIV in Uzbekistan.
- Good understanding of current HIV priorities globally and in Uzbekistan.
- Understanding of Monitoring, Evaluation, and Learning (MEL) frameworks, indicators, and methodologies.
- Demonstrated ability to work independently, transparently and responsibly.
- Ability to keep up with multiple deadlines and schedules.
- Detailed-oriented with good analytical skills and ability to multitask.

- Demonstrated successful experience in developing productive working relationships with counterparts in other agencies and organizations.
- Excellent interpersonal skills and the ability to work with staff at all levels
- Advanced knowledge and skills in Microsoft Excel, including Power Query, Power Pivot, and Power Map.
- Advanced knowledge and skills in Microsoft Power BI, R Studio, RDS Analyst, Spectrum, Stata, SPSS, Epi Info are an asset.
- Written and oral fluency and excellent presentation skills in Uzbek and Russian. Good working knowledge of English is an advantage.

**TRAVEL REQUIREMENTS:**

- At least 1-2 trips to Samarqand every quarter lasting 2-4 days each.