



ICAP at COLUMBIA UNIVERSITY ZAMBIA

POSITION DESCRIPTION

Position Title: Health Information Systems M&E Officer

Reports to: Strategic Information Director

Location: Lusaka (Seconded to MOH)

With support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) through the U.S. Centers for Disease Control (CDC), is partnering with the Ministry of Health (MOH) to provide technical support in HIV prevention, care, and treatment programming and in testing innovative models of service delivery towards the achievement of UNAIDS' 95-95-95 goals in Zambia's Western and Southern provinces. ICAP supports the Government of Zambia in improving HIV-related services and sustainable surveillance systems among key populations. In addition, ICAP is a technical assistance (TA) partner to the MOH on the differentiated service delivery strategic initiative (DSDSI), a Global fund-WHO response to scaling up the screening and management of advanced HIV disease in Zambia. Through the Global fund and CDC support, ICAP also provides TA to the MOH to coordinate the COVID-19 response, ensuring that the gains made in HIV programming are sustained.

BACKGROUND

ICAP is continuing its support to the Ministry of Health (MoH) in its ongoing response to the COVID-19 pandemic. As the situation evolves, the MoH's needs for monitoring and evaluation (M&E) support have grown and diversified. To address these needs, ICAP is seeking a qualified Health Information Systems M&E Officer to be seconded to the MoH.

POSITION SUMMARY

The Health Information Systems M&E Officer will play a key role in strengthening the MoH's M&E capacity for COVID-19 response and other critical program areas. The specialist will provide technical support, coordinate activities, and build capacity to ensure effective data collection, analysis, and utilization for informed decision-making.

MAJOR ACCOUNTABILITIES

1. Technical Support:

Coordinate review and improvement of COVID-19 data capturing and reporting tools for integration with other health programs.

Provide technical assistance in data quality management, utilization, and analysis.

Offer ongoing support for the MoH's Health Information Systems (HIS) management.



2. Coordination:

Facilitate training of trainers (TOT) for HMIS (COVAX Tracker).

Coordinate the scheduled COVID-19 data quality audit.

Oversee the HIS integration process with key stakeholders.

Manage the digitization of paper forms and registers for data capture.

Coordinate the consolidation and management of COVID-19 Adverse Events Following Immunization (AEFI) data.

Coordinate COVID-19 mortality data collection nationwide.

3. Capacity Building:

Support the revision of the M&E strategy for COVID-19 vaccination, including a detailed workplan with targets and performance measures.

Assist in developing COVID-19 training packages for MoH staff nationwide.

QUALIFICATIONS

- Master's degree in Public Health, Epidemiology, or a related field (preferred).
- Minimum of 2 years of experience in M&E, with a focus on health programs.
- Strong experience in data management, analysis, and utilization.
- Expertise in Health Information Systems (HIS) is a plus.
- Excellent communication, coordination, and interpersonal skills.
- Ability to work independently and as part of a team.
- Any other duties as assigned by the Supervisor.

TRAVEL REQUIREMENTS

- Requires domestic travel of a minimum of 30-40% of the time