Position Title: **SI Coordinator (*1 position*)**
Reports to: Regional Program Manager
Supervises: Informatics Officer
Employment Type: Full-time
Job Location: Mwanza
Travel: Up to 50% in intervention districts outside of job location

Overall Job Function:
The SI Coordinator provides regional strategic leadership and links all clinical and HIV prevention monitoring and evaluation of programs implemented in the region. S/he oversees all strategic information and monitoring and evaluation activities in the region, including providing management and technical support through timely planning and implementation of regional strategic information activities required for HIV/AIDS care, PMTCT, HIV testing activities, laboratory programs, VMMC programs, DREAMS programs, PrEP programs, and research and surveillance programs. S/he oversees data collection at the regional level and provides technical support in data quality assurance, data demand and data use to improve service quality, decision making, and management of public health evaluations.

Specific Responsibilities and Duties:
- Work closely with Regional Manager and SI Director and central team to coordinate the regional monitoring and evaluation and SI portfolio for HIV care and treatment and HIV prevention services in both facility and community.
- Lead the development and implementation of an overall integrated regional M&E plan for ICAP's programs, integrating project innovations, and organizational priorities as stipulated in the annual country SI work plan.
- Lead the implementation of digital applications, dashboards and other informatics for systematic use by the regional and country programs including the innovations of the robust laboratory M&E systems.
- Develop and manage systems for meaningful target setting and tracking of results achieved across a group of key indicators
- Enable linkages between data reviews, use, and performance improvement across the regional team
- Oversee the regional SI team in data collection, verification, validation, and storage of data on progress toward targets, in accordance with ICAP, national, and donor policies.
- Provide technical assistance to healthcare facilities and districts in the region to implement the government paper based and electronic M&E systems for HIV care and treatment, PMTCT and HIV prevention including data management, data quality assurance, data summarization and analysis, and performance review
- Serve as a resource to the region in the evaluation of ongoing HIV/AIDS programs and data and provide feedback to key stakeholders
- Build the capacity of personnel in the region to better implement M&E systems
- Coordinate with CHMTs and RHMT to implement timely and regular reporting of key program indicators to NACP
- Provide technical assistance in strengthening the national M&E system

- Build capacity of site staff and council health management teams to set a functional groundwork for efficient data collection, entry, compilation and timely reporting at site level, district level and regional level
- Contribute to development and implementation of the organization's M&E framework including indicator mapping
- Develop and implement standard operating procedures for data collection, data entry, verification and use at each level of the health information system.
- Prepare quarterly, semi-annual and annual progress reports within described deadlines
- Facilitate utilization of reports at site level and district level for program planning, management and evaluation.
- Lead the preparation of M&E based quarterly feedback reports to the sub grantees to district partners, and Ministry of Health partners.
- Participate in periodic data quality assessment activities to track progress in data management at individual sites focusing on different supported program areas
- Work closely with regional manager and central technical team in writing and dissemination of lessons learned and best practices
- Oversee timely site and district level target distribution and monitor and report monthly on target performance to program team and senior management team
- Perform any other duties as assigned by the supervisor

Qualifications, Knowledge, and Skills:
- **Required Education**: Master's degree or higher in the following fields: Monitoring and Evaluation, Public Health, Epidemiology, Biostatistics, or related discipline OR Medical degree (MD, MBBS, equivalent) with demonstrated expertise in SI.
- **Required Technical Experience**: Minimum 5 years of proven experience in design and implementation of strategic information and evaluation activities in HIV care and treatment programs, including data collection, data analysis, and M&E systems for health facility based interventions.
  - **Preferred**: Familiarity with PEPFAR-funded HIV programs
- **Required Managerial Experience**: Minimum 3 years' supervising a multidisciplinary team of at least five staff in technical areas relevant to this position.
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional offices.
- Ability to lead and work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili preferred.

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