



**Position:** Monitoring and Evaluation Intern

**Reports to:** Strategic Information Officer

**Position Type:** Internship

**Duration:** Three months

**Duty Station:** Mwanza

**Position Summary:**

The Monitoring and Evaluation (M&E) Intern will work closely with the Data Quality Advisor to support the FIKIA+ Project in proper documentation of program reporting tools, data management, and reporting. The M&E Intern will focus on improving program services documentation, data quality, and integrity as well as support data collection and reporting for MER and non-MER indicators. The intern will visit ICAP supported health facilities to identify documentation challenges, collaborate with programmatic staff to support healthcare workers and data officers and ensure timely data entry into the CTC 2 database, DHIS 2, and other government reporting systems. The intern will also participate in monthly and quarterly data collection, quality checks, and assessments. This internship provides an excellent opportunity for individuals seeking practical experience in supporting comprehensive HIV programs that address a wide range of interventions to reduce HIV burden in the Mwanza region.

**Duties and Responsibilities:**

- Work with programmatic staff to identify facility and community documentation challenges through spot checks, cross-verification, and triangulation.
- Plan and implement remediation strategies to identify documentation challenges.
- Assist with mentorship to healthcare workers and data officers to ensure proper documentation and data consistency across sources.
- Participate in monthly and quarterly data collection and assist the SI team in data quality checks within the ICAP DHIS 2.
- Participate in quarterly data quality assessments.
- Assist with training facility staff, healthcare workers, and volunteers on program data collection tools, including reporting and database.
- Assist with the development of data analysis presentations and progress tracking of program data at the district levels.
- Maintain the security of data tools, including protecting the confidentiality of records and data.
- Perform any other duties as assigned by the supervisor.



**Required Competencies and Qualifications:**

- Degree or higher in records management/informatics/statistics/computer science or equivalent/public health.
- School-based or field-based exposure in data management or monitoring and evaluation
- Excellent computer skills, at minimum, with Microsoft Office package including Word, Excel, PowerPoint, and Access
- Ability to maintain confidentiality regarding clients' health status and sensitive information in data sources.
- Flexibility to work after normal working hours and weekends and travel extensively to remote areas, including islands.
- Fluent in English and Swahili for speaking, reading, and writing.
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program to welcome all key and vulnerable population beneficiaries regardless of their background.

**ICAP Employment Application Portal:** <https://icapacity.icap.columbia.edu/en-us/listing>