

**ICAP at COLUMBIA UNIVERSITY ZAMBIA
JOB DESCRIPTION**

Position Title:	Key Populations M&E Advisor (01)
Reports to:	NAC Director Program/ICAP SI Director
Location:	Lusaka
Date	November 2024

POSITION SUMMARY

The KP M&E Advisor will work closely with the ICAP Zambia SI Unit Director, ICAP Senior Advisor for HIV Care and Treatment and NAC Director of Programs to provide technical assistance to NAC in SI-related key populations programming. This will involve strengthening systems for routine data collection, triangulating findings across data sources, improving data visualization and analytics, and enhancing data use for decision-making at provincial and national levels.

MAJOR ACCOUNTABILITIES

- Provide high-level technical guidance to NAC in planning and implementing M&E systems and surveillance for KP;
- Review data collection processes for KP across different donors and implementing partners and standardize procedures for reporting KP data to the national HIV program.
- Develop and/or adapt standard operating procedures (SOP) for data quality assurance, reporting, data dissemination, and other routine M&E processes for routinely collected KP data;
- Support capacity building and training activities to triangulate, visualize, and use KP data across data sources (e.g. previous biobehavioral surveys, PEPFAR MER, and other programmatic data);
- Conduct internal data monitoring and analysis, including the development of dashboards and slides to track progress over time with appropriate disaggregation;
- Review routinely collected M&E data and support NAC, Provincial HIV/AIDS Committees (PHACs) and District HIV/AIDS Committees (DHACs) in using findings to improve program performance;
- Support NAC’s data use efforts by developing and/or improving dashboards for routine and non-routine data;
- Support KP data review technical working group meetings at NAC
- Support ICAP’s M&E activities under the KP award, including M&E data from KP sensitization trainings, stakeholder engagements, and other workshops/trainings aimed to address barriers to care and improve uptake of HIV-related services among KP;
- Maintain regular communication with in-country Project Director and New York staff on technical assistance activities;
- Perform other related duties as directed by the Director of Policy and Planning and ICAP SI Director.

EDUCATION

- Full grade 12 certificate
- Masters’ Degree in Public Health, Biostatistics, Epidemiology, or related field

REQUIRED EXPERIENCE, SKILLS & MINIMUM QUALIFICATIONS

- Minimum six (6) years of related experience working with M&E and/or surveillance systems
- Experience and knowledge in M&E and/or public health surveillance systems
- Demonstrated problem-solving skills and analytical capabilities
- Demonstrate strong skills in data management, analysis, statistics, or related fields
- Knowledge of and experience in health information management systems, database maintenance, and patient-level databases preferred
- Demonstrated computer skills, including proficiency with Word and PowerPoint and the ability to rapidly process and analyze data
- Experience working with complex programs involving short deadlines and multiple tasks, in coordination with multiple partners to achieve program result
- Excellent written and oral communications skills
- Demonstrated interpersonal and team-building skills
- Demonstrated ability to use computer software programs including MS Word, Excel, and PowerPoint, and statistical programs such as SPSS, SAS, STATA, or R.

TRAVEL REQUIREMENTS

- Requires domestic travel of 5-10 trips per year