



I. Post Information

Job Title: Site Lead
Supervisor Title/ Level: **Technical Officer, BG-6**
Organizational Unit: **Technical**
Location: **Far North**

Job Level: **BG-5**

II. Organizational Context and Purpose of the job

Project Description

ICAP at Columbia University's Targeted Programmatic Support Across Countries under the Global Fund to Fight HIV/AIDS, Tuberculosis, and Malaria Under PEFAR (hereinafter, PSA), is providing technical assistance (TA) and capacity-building support, in collaboration with key stakeholders and local partners, to improve HIV services in 85 health facilities located in three regions of Cameroon namely: Adamawa, North, and Far Nord. The overall goal of the project is to build targeted health facilities' capacity to develop, support and sustain progress towards achieving the UNAIDS' 95-95-95 targets.

Purpose of the job :

The Staff coordinating activities at one of the 85 health facilities supported by ICAP in the Adamaoua, North and Extreme North regions of Cameroon, the site leads will manage the execution of activities on site and in the community, in close collaboration with the site coordinator and the health facility supported by ICAP, as well as staff and others involved in HIV care and treatment. Reporting to the technical officer who periodically supports the sites, the Site leads will conduct daily monitoring to ensure that planned interventions intended to achieve the three 95 objectives are implemented with fidelity and in a timely manner.

III. Key functions, responsibilities and related duties/tasks

Principal Responsibilities

Ensure that health facilities supported by ICAP achieve the three 95% objectives by implementing the following elements:

HIV testing and treatment

- Oversee the implementation of targeted testing and index case testing in the health facility
- Promote linkage to treatment and retention by ensuring implementation of the CamLink model with fidelity, retention strategies, as well as tracing lost patients to follow-up.
- Promote viral load testing by ensuring the site has adequate systems to identify patients eligible for testing and to handle and/or ship specimens for testing.
- Ensure that results are returned in a timely manner and used for decision-making for the benefit of PLHIV
- Oversee optimization of pediatric HIV care and treatment and TLD transition
- Do need assessment and offer care to patients with advanced HIV disease

Monitoring, Evaluation and quality improvement

- Ensure that APS and all staff offering services to PLHIV, fill patient files, registers;
- Ensure collection and analysis of medical data and participate in medical reporting.
- Supervise health care workers to implement and report on quality improvement activities necessary to address recommendations from SIMS/GSM assessments
- In collaboration with monitoring and evaluation staff, supervise and strengthen the capacity of data clerks and ACRR to ensure triangulation of data from data collection tools (registers, DAMA, DHIS, etc.) to produce good quality data and to ensure that the data is submitted on time

Management

- Develop and submit to the technical officer a monthly work plan for on-site and community clearly indicating the planned activities in relation to the assigned targets, expected results, deadlines, objectives and verification indicators.
- Fully coordinate the implementation of the monthly work plan in accordance with the most efficient and effective manner possible;
- Ensure effective management of the multidisciplinary team on site to achieve the project objectives;
- Organize weekly and monthly performance review meetings with staff involved in the HIV/AIDS program to review program performance, identify problems and possible solutions;
- Organize and hold daily, weekly and monthly meetings to validate site data;
- Participate in monthly coordination meetings of the attached health facility and the attached health district in order to provide feedback on the implementation of activities and present results, challenges and opportunities;
- Ensure proper data collection, preparation of activity reports, data validation and

site performance with regard to HIV/AIDS care and treatment;

- Prepare and submit monthly activity reports to the Technical officer;
- In collaboration with the UPEC coordinator and the major, ensure supervision and coordination of UPEC staff.
- Carryout routine internal supervision and do staff performance appraisal.
- Oversee and strengthen the capacity of the APS to ensure they provide psychosocial support to PLHIV and enter data into registers and other tools, timely, correctly and completely
- Support the planning and execution of on-site training for HIV testing, HIV treatment, viral load monitoring and quality improvement.

Commodities

- Ensure the site is stocked with necessary data collection tools and supplies, and oversee the implementation of appropriate supply chain management systems at the site and in the community

Community Linkage

- Keep the patient and/or family informed about HIV and provide appropriate explanations about the HIV treatment.
- Work in collaboration with community organizations to improve multi-month dispensing for stable patients and promote programs for orphans and vulnerable children (OVC). Strengthen HIV care and treatment for key populations.

Service integration

- Oversee the effective integration of the tuberculosis program and the HIV program in prevention, care and treatment services

Others

- Monitor the proper functioning of the HIV unit, equipment or materials and control the rational distribution of medicines.
- Ensures general compliance with infection control standards, such as ensuring the quality of handwashing, disinfection, and sterilization of medical equipment.
- Prepare daily reports to submit to site mentors
- Actively participate in weekly and monthly data validation meetings
- Implement all other interventions aimed to achieve the three 95

IV. Competencies and level of proficiency required

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (I) ▪ Working with people (I) ▪ Drive for Results (I) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Analyzing (I) ▪ Learning and Researching (I) ▪ Planning and Organizing (I) ▪ Following Instructions and Procedures (I)
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V. Recruitment Qualifications	
Education:	<p>BSC in Nursing with at least 1-2 years of experience in the care and treatment of patients in a healthcare setting;</p> <p>Master's degree in public health or master's degree in social sciences</p>
Experience:	<ul style="list-style-type: none"> • At least 1-2 years of experience in HIV care and treatment required. • Experience working in a health district with active participation in the supervision and evaluation of health programs will be an asset. • Previous experience in an HIV and/or tuberculosis program will be an asset • Experience in training and supervising health personnel • Ability to manage teams and coordinate multiple activities simultaneously in a result driven manner. • Strong leadership skills, with the ability to be self-motivated and proactive • Ability to work under pressure and meet deadlines • Basic computer skills and knowledge on Microsoft Word, Excel and PowerPoint
Language Requirements:	Excellent in oral and written French and English