**Technical QI Specialist**

**POSITION SUMMARY**

Under the direction of the Project Lead, the Technical QI (QI) Specialistwill be responsible for the management of all QI activities (training, mentoring, supportive supervision and other technical assistance activities) related to this project. The QI specialist will collaborate with ICAP NY headquarters, CDC Atlanta, CDC Brazil, PEPFAR implementing partners and MOH departments to ensure that HIV clinical care services are aligned with acceptable professional standards and National Health mission and vision.

**MAJOR ACCOUNTABILITIES**

The Quality Improvement Officer will:

* Lead to the design, implementation and evaluation of the QI activities in collaboration with CDC and other partners.
* Contribute to strategic project planning and work plan development
* Document QI project training and technical assistance activities and help to produce and disseminate technical reports, guides, manuals, success stories, and other written materials.
* Facilitate and ensure clear, regular and systematic communication and collaboration between donors, MOH, and all other project stakeholders in order to achieve country level QIC project objectives.
* Develop and update project related training and technical assistance activities, including but not limited to: assisting with the design, delivery and management of the QI training, workshops and any capacity building initiatives.
* Provide hands-on leadership along with virtual support for face-to-face training and workshops sessions, on site QI coaching and evaluating training sessions, workshops, webinars, and other training projects.
* Partner with M&E staff for development of M&E systems including indicator development, data collection tools and SOPs, data management systems, data quality assurance policies and procedures, data review and analysis.
* Prepare QI related data for presentation for a diverse range of audiences.
* Lead the development, preparation and evaluation of training materials (learning objectives, curricula, lesson plans, slide sets, case studies, etc)
* Travel to supported districts as required to help districts develop the knowledge and skills to plan, manage and monitor CQI standards
* Perform other duties as assigned

**EDUCATION**

* Advanced degree (MD, RN, PhD, MPH) in Medicine, Public Health, Nursing or related field including experience and/or exposure to and proficiency in: QI, education, training, and/or global health.

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

* Minimum 5 years of relevant experience and demonstrated expertise in the implementation of health programs in low-resource international settings
* Minimum 3 years of relevant QI activities in low-resource settings
* Demonstrated experience in synthesizing and disseminating QI best practices and lessons learned to government officials, implementers and key stakeholders
* Excellent Portuguese and English-language verbal and written communications skills
* Demonstrated talent in writing technical content and training materials
* Experience working with complex programs involving short deadlines and multiple tasks, in coordination with multiple partners to achieve program results
* Demonstrated experience strengthening CQI and supportive supervision processes with government partners in Brazil

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS**

* Experience in global HIV/AIDS programs strongly preferred
* Demonstrated proficiency in the techniques of system design, project management, quality improvement and outcomes
* Demonstrated proficiency in the design, delivery and evaluation of competency-based training
* Experience in the design, delivery and evaluation of distance education

**TRAVEL REQUIREMENTS**

It will be required to travel 40% of the time.

The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.