

**ICAP at COLUMBIA UNIVERSITY ZAMBIA
POSITION DESCRIPTION**

Job Title:	District Monitoring and Evaluation Manager (5)
Reports To	Senior Advisor Strategic Information
Incumbent	Vacant
Location:	Various Districts – 3 Western Province and 2 North-Western Province
Start date:	1 st October 2024

POSITION SUMMARY

Working under the guidance of the Senior Advisor Strategic Information, the district M&E managers will support strengthening of monitoring and evaluation systems including data management. S/he will support activities to strengthen documentation, reporting and utilization of HIV/TB program in all districts and facilities in North-Western province. They will collaborate closely with the District Health Information Officer (DHIO) at the District Health Offices within the province.

MAJOR ACCOUNTABILITIES

- Support the DHIO and health facilities (HFs) to strengthen the use of MOH national tools and processes for data management, access and utilization, to effectively and efficiently scale up and deliver HIV Prevention, Care and Treatment services.
- Support the DHIO in ensuring that all high-volume sites have SmartCare (electronic information system), provide TA to ensure that utilization of all SmartCare modules, ensure all patient records are up to date in SmartCare and SmartCare is used for patient management and routine monthly reports.
- Support and contribute to the strengthening of the M&E and data management systems in the supported districts and HFs within the district.
- Provides support to HF staff in data collection and reporting procedures, completeness of registers and clinical files, and maintenance of up-to-date clinical charts.
- Collaborate with the DHIO to review progress towards targets on key indicators and highlight the ones that require remediation.
- Support the DHIO in conducting triangulation of weekly and monthly reported data with data sources.
- Support district M&E teams in the daily review of I-Surge pulse indicators by site management teams to check progress and address gaps identified.
- Support routine data review to inform reporting and monitor progress in achieving project objectives
- Together with the DHIO, plan & conduct data quality assurance (DQA) including implementation of eDQIT activities.
- Support the DHIOs to ensure data alignment efforts within their respective districts are implemented.

ACADEMIC QUALIFICATIONS

- Full grade 12 certificate
- A degree in Demography, Statistics, Mathematics or Epidemiology or related field

MINIMUM REQUIRED EXPERIENCE AND SKILLS

- Minimum 5 years of relevant experience working in M&E in the health sector in Zambia.
- Experience working with Microsoft PowerPoint for graphical presentation
- Experience in the use of SmartCare (Electronic information system).
- Minimum 3-5years M&E mentorship experience in HIV programs required
- Strong data management and analysis skills are required.
- Experience in database maintenance including DHIS2.

TRAVEL REQUIREMENTS

- Requires domestic travel of a minimum of 30-40% of the time