Job Description

Job title: Technical Officer – Monitoring and Evaluation
Job location: Yangon with frequent travels to other States and Regions (60% and as needed)
Report to: Technical Director -Strategic Information, ICAP at Columbia University in Myanmar
Supervise: None

Project description:

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, initiated ICAP technical assistant program to support HIV response in achieving 95-95-95 global targets for HIV epidemic control in Myanmar since 2014.

Overall Job Functions:

Under the direct supervision of the Technical Director – Strategic Information, the incumbent will provide technical assistance (TA) focusing on HIV- related monitoring and evaluation (M&E) activities. This role involves supporting key stakeholders, including community and key population networks in strengthening the system and capacity on M&E, and upgrading the national databases for improvement, in close collaboration with the ICAP technical teams and key technical partners. The position requires a mix of M&E, public health and Information Technology /Informatics skills. The incumbent will work 5 days a week, with regular reporting of working schedule to the supervisor.

Brief description of duties and responsibilities

Technical Assistance

- Support ICAP technical team in evaluating project performance, analyzing project trends over time, and highlighting key achievements by preparing slide decks for periodic progress monitoring.
- Ensure timely development of analytic visualization and provision of technical insights for HIV, drug treatment, and other databases on DHIS2 platforms in collaboration with technical partners.
- Provide TA support in M&E related trainings, review meetings and workshops in collaboration with ICAP technical team.
- Provide TA, in collaboration with ICAP technical team, in revision and development of national HIV M&E tools including guidelines, forms, registers, training materials and other strategic information (SI) related technical documents
- Provide technical support in development and updating analytic dashboards in Drug Treatment Information System (DTIS), DHIS2 online platform and lab quality monitoring tools
- In partnership with other TA partners, provide TA in troubleshooting HIV database and the DHIS2 online platforms.
- Participate in the core technical team for DTIS and coordinate with other technical partners in expanding DTIS implementation
- Provide support in establishment of service progress milestones and oversee the performance of M&E/SI service contractors.
- Support SI team in providing TA for the assessment, implementation of survey and surveillance activities.

Coordination and Representation

- Support SI team in coordinating with M&E and SI technical partners and obtaining up-to-date information on HIV, harm reduction and HIV laboratory related eHealth advancement
- Represent the ICAP team at M&E and SI related events at sub-national and national level as required.

Reporting and Planning

- Provide support in data extraction for reporting and assist supervisor in preparing reports to key stakeholders.
- Support in monitoring of progress towards ICAP's objectives and milestones in accordance with workplan regularly and for quarterly and annual reports.
- Provide regular reporting on progress of the M&E/SI activities to the supervisor.
- Participate in project activity planning, including budget preparation and reporting.

Others

- Perform other duties as required or as assigned by the supervisor.

Education:

A bachelor's degree in public health, health informatics, social science or medicine required. A master's degree in a relevant field is desirable.

Experience, Skills and Minimum Required Qualifications:

- At least 3 years-experience in Monitoring & Evaluation, particularly on reporting of health program activities, database management, troubleshooting of software and interoperability between different database platforms
- Experience and understanding in public health related software maintenance
- Knowledge of national and international indicator frameworks, including their definitions as they relate to specific health services is desirable.
- Excellent oral and written communications skills in both Burmese and English, interpersonal and diplomatic skills.
- Excellent computer skill with basic programming knowledge and internet literacy
- Ability and willingness to travel domestically and internationally as assigned

Experience, Skills and Preferred Qualifications:

- Experience working in close collaboration with key health sector stakeholders in the area of DHIS2, OpenMRS, CommCare, Master Patient Index, or other ongoing eHealth initiatives
- Experience working with an NGO/INGO providing M&E and SI support
- Facilitation skills and ability to establish good working relations with colleagues and stakeholders