

**ICAP Columbia**  
**JOB DESCRIPTION**

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| <b>Job Title:</b>          | Quality Improvement/ Quality Assurance Lead                                |
| <b>Reports To (Title):</b> | Technical Director   |
| <b>Location:</b>           | Bujumbura, Burundi   |
| <b>Incumbent:</b>          | 1  |
| <b>Date:</b>               | Until end of grant year 9/30/2022 and beyond if future funding is obtained |

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**POSITION SUMMARY**

Under the direct supervision of the Technical Director, the, QI/QA Lead will support the implementation of the quality improvement/quality assurance interventions of the RISE project. S/he will provide support to the project through the design, implementation, supervision of HIV/AIDS activities.

**MAJOR ACCOUNTABILITIES**

The Quality Improvement/ Quality Assurance Lead will:

- Support PNLS in the revision of national QI guidelines, procedures, tools and training materials linked to HIV care and treatment. Provide technical assistance during the writing or review of national documents related to QI of care and treatment of PLHIV (national policies and guidelines, clinical protocols, training tools, data collection and monitoring and evaluation tools) and participate actively in technical working group meetings
- Support the RISE regional teams, district management teams and site QI teams in implementation, monitoring and evaluation of QI approaches through training, on-site training, mentoring visits using QI tools and approaches (root cause analysis, development of driver diagrams, identification and implementation of change ideas, development of the indicator matrix, data collection and reporting)
- Coordinate with district teams the implementation of SIMS visits and re-visits as well as development and follow up of improvement plans (above-site and facility)
- Participate in regular program progress review and technical meetings, annual work plan development, ensure regular documentation and reporting on progress (monthly, quarterly), keep the QI dashboard up to date
- Establish and maintain professional relationships with other organizations working on QI in Burundi
- Represent RISE in QI related meetings

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

- A Medical degree or higher degree in health sciences
- At least 3 years of work in the Burundian health system, in particular with the health districts and the provincial health offices.
- At least 5 years of professional experience in HIV / AIDS prevention and treatment with proven ability to coordinate the activities of different stakeholders

- Experience in conducting training in health in general and on HIV / AIDS in particular
- At least 3 years of experience working in an NGO and ability to work in a team with minimal supervision.
- Experience in writing reports, training materials, guidelines, and standard operating procedures
- Experience working with PEPFAR-supported programs is strongly preferred
- Knowledge of and training in quality improvement methods and tools
- Proven skills in writing, formatting, presentation techniques and public communication.
- Knowledge of IT tools: good knowledge of Word, Excel, Power Point software and use of the Internet;
- Excellent oral and written communication skills in French; proficient in English

### **TRAVEL REQUIREMENTS**

- The position will be based in Bujumbura, Burundi. There will be routine travel to RISE supported sites.

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| <b>Received by:</b> | <b>Date:</b>            |
|                     | <b><u>Signature</u></b> |