



POSITION DESCRIPTION

JOB TITLE: Regional Monitoring and Evaluation advisor

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Rumbek, Yambio, Juba (3 Slots)

DIRECT REPORT: ICAP Regional Coordinator

POSITION SUMMARY:

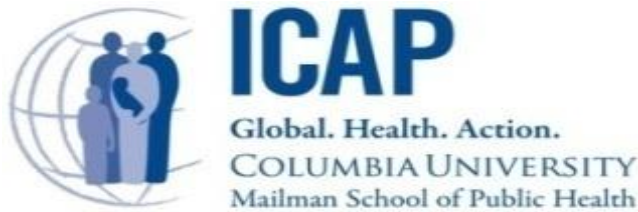
The field M&E Officer will coordinate and support HIV related M&E activities of assigned health facility or nearby facilities. S/he will follow up the planning and updating the execution of planned activities of the health facility pertaining to HIV M&E. s/he will be responsible for monthly, quarterly, biannual and annual reporting of the HIV related activities in the health facility.

MAJOR ACCOUNTABILITIES:

The field Monitoring and Evaluation Officer will have the following duties and responsibilities:

- Work closely with the health facility, county & state staff to strengthen M&E system of HIV programs
- Provide direct technical assistance to the target health facilities supported by ICAP South Sudan.
- Assist in coordinating monthly performance evaluation meetings/MDT meetings pertaining to facility level data and report.
- Ensures timely collection, cleaning, and compilation of health facility and nearby facility data collection format designed by ICAP
- Responsible for compiling the health facility and/or nearby facility monthly, quarterly and annual HIV related activity reports
- Coordinate and participate in HIV related supportive supervision, and review meetings in the as required
- Work with ICAP M&E teams in building the capacity of data clerks to ensure data use for continuous quality improvement at ICAP supported health facilities
- Spend about 60% of her/his time in the field doing mentoring and supervision
- Assists the health facility staff in analyzing and interpreting project data;
- Compiles regular field monitoring report including lessons and provide feedback for the program and his/her supervisor;
- Participates in HIV program performance review meeting at country level as required and evaluation exercises;
- Analyzes plan versus achievements of the HIV /AIDS program and identify justifications for under achievements or over achievements.
- Coaches and mentors the data clerks and other facility staff on how to handle data and database;

PLOT 25 Block 3K South, DDR Avenue Kololo



- Assists program staff and M&E staff in reviewing and revising project M&E plan and indicators as required;
- Lead the data safety, data quality and analysis.
- Ensure adequate tools and techniques are in place and implemented at health facility including quality improvement tools, standard of care (SOC) tools etc.
- Ensure that all MoH HIV related tools are availed and properly used in the facilities
- Conduct data quality assessments to nearby facilities as assigned
- Involve in the design, data collection and preliminary report writing of baseline/follow up assessments in the facility as well as states.
- Participate in and contribute to program-based operational research activities.
- Undertake other responsibilities as assigned by the immediate supervisor

EDUCATION

- Bachelor's degree in health science
- Master's degree in public health or M&E is preferred

REQUIRED SKILLS & EXPERIENCES:

- Two or more years' experience in HIV/AIDS programs
- Experience in PEPFAR programs in a plus
- Experience in ART data collections
- Knowledge of local language is an asset.
- Good interpersonal skills and experience in working with multiple stakeholders
- Good computer skills and ability to make power point presentations.

Application Deadline on November 6, 2020

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