



Country Coordinating Mechanism (CCM-SS) South Sudan

VACANCY ANNOUNCEMENT

Job title: Oversight Officer
Duty Station: Juba
Reporting Line: CCM Coordinator
Start date: As soon as possible.



Background

The Country Coordinating Mechanism (CCM) for South Sudan founded in 2006, is a national multi-sectoral body established to coordinate and facilitate implementation of Global Fund activities to Fight HIV/AIDS, Tuberculosis and Malaria Programmes in South Sudan. The main purpose of the CCM is to ensure that the Global Fund (GF) grants to South Sudan are efficiently and effectively managed to provide healthcare services to citizens.

From 2006 to 2015, CCM South Sudan had overseen implementation of three grants namely, HIV, Tuberculosis, Malaria, including Health Systems Strengthening (HSS). During this period, the CCM provided the full oversight function as well as coordination and supervision of activities of GF projects in the country. From funding request development to the different stages of project implementations such as amendments, reprogramming, endorsing and close out plan are facilitated, cleared and submitted to the Global Fund through the CCM.

Currently CCM is represented by 10 constituencies which include Government and non-Government sectors namely; NGOs, Faith-based organizations, Private Sector, People Living with the Disease and Key Affected Population representing Civil Society in addition to bilateral & multilateral partner and donor Agencies.

CCM South Sudan operates through a full time Secretariat headed by the CCM Coordinator who reports directly to the CCM Chair. The CCM Secretariat is overseen by the Executive Management Committee, and is responsible for coordination and facilitation of CCM Committees particularly the Resource Mobilization Committee and the Programme Oversight Committee as well as Ad hoc or Technical Working Groups that are formed when necessary

Functions of the Country Coordinating Mechanism (CCM-SS)

- i) To establish structures and systems to support the organization and management of GF Grants.
- ii) To coordinate the writing of national concept notes for GF grant funding through a well facilitated concept note development process



- iii) To select one or more appropriate organizations to act as the PR for the GF grants.
- iv) To oversee the implementation of activities under the GF approved grants and to conduct other relevant oversight activities.
- v) To harmonize GF assistance and other development and health assistance programs in support of national priorities for the three diseases

Task and Key responsibilities

Secretariat Functioning, Coordination and Technical assistance

- Under the direction of the CCM Coordinator, the Oversight Officer is responsible for responding to the oversight needs of the CCM and for ensuring that all Oversight Committee members' are knowledgeable about Global Fund technical oversight roles and guidelines.
- Work in close collaboration with the CCM Executive Committee, CCM members, Oversight and Resource Mobilisation Committees, Ministry of Health Programme Managers, agencies and institutions represented on the CCM, the Secretariat's Administration and Finance Officer, support staff of the CCM Secretariat and others as needed.
- Coordinate with the Coordinator and the other Secretariat staff to provide technical assistance and capacity building to PRs/SRs in preparation and presentation of oversight reports (based on PUDRs and Grant Dashboards).
- Support the processes of the Global Fund concept funding request development.
- Preparation of TORs for experts, request approval from CCM and facilitate development of memoranda of understanding (MoU) to clarify anticipated duties of experts upon request by CCM or an agency for technical support.
- To carry out additional tasks under this functional area as requested by the CCM Coordinator.

Oversight of Global Fund grant implementation

- Assist the Oversight Committee in the development of costed annual oversight plan and integrate into CCM annual work plan and budget in collaboration with the CCM Coordinator.
- Organise and support CCM Oversight Committee members and alternates to undertake field visits as necessary and prepare all required documentations and trips reports.
- Document on a continuous basis, information regarding grant oversight, including important information regarding PR performance around the Global Fund architecture.
- Work with the PR and Oversight Committees to maintain and constantly update the PUDR and Dashboard. Review the grant performance report and update the coordinator periodically on its implications.
- Update CCM performance on the CCM dashboard (indicating members' performance over time.)
- Ensure all PRs submit oversight field visit reports to the Secretariat at least 10 days prior to the CCM general meetings
- Orient all new PRs on oversight and the dashboard, review dashboards for each grant with PRs on a quarterly basis, and organize quarterly meetings of Oversight Committees.

Monitoring and Evaluation of country dialogue, national strategic planning, gap analysis and funding request development



- In coordination with the Ministry of Health Programme Managers (HIV/AIDS, TB and Malaria) with reference to current coverage of services and programmes for the three Global Fund diseases, support technical working groups of the Oversight and Resource Mobilization Committees and experts in carrying out annual gap analyses on coverage for each of the three diseases.
- Conduct annual briefings on results of completed gap analysis for CCM members, the public, private and NGO stakeholders
- Ensure that the funding request development process, is transparent, draws on participation of in-country stakeholders (particularly civil society) and adheres to current Global Fund guidelines and request is submitted on time.
- Oversee timely and accurate updates of dashboards and support the Oversight Committee presentations of the dashboard before the CCM members and alternates and ensure complete records of decisions are included into the dashboards and into CCM meeting minutes.
- Provide the Coordinator and Executive Management Committee members with appropriate reports and other information pertaining to national monitoring & evaluation indicators, data verification principles and practices
- In addition, facilitate all research-related activities pertaining to the Global Fund/CCM.

Information and Communications (CCM/ Global Fund Grants)



- Facilitate the development and implementation of the CCM South Sudan communication plan, with support of the Coordinator/the Executive Secretary and the Administration and Finance Officer.
- Ensure that the country's community of stakeholders and the media are aware of the website and the website is periodically updated and is annually evaluated for its effectiveness and usage.
- Working with the Coordinator, prepare press information kits and periodic press releases as part of the communications plan.
- Through the Executive Committee and the Coordinator, ensure the communications plan are approved by the CCM and are periodically reviewed by the CCM members and alternates.
- Monitor the Global Fund website's Performance Reports and Grant Score cards to ensure that the website information is current and accurate and works with the oversight committees to request clarifications from the PR and/or the Fund Portfolio Manager in the event that the website information is not accurate.

D. Key qualifications and experience

- Bachelor's degree required with social science and/or public health, population studies orientation highly desirable and advanced degree preferred
- At least 3 years of experience in Monitoring & Evaluation of projects/programs
- Knowledge and experience in project-level or state/national-level monitoring and evaluation system implementation
- Proficient in Microsoft Office applications especially Excel / Access, email, internet and websites essential



E. Core Skills

- Ability to work effectively with staff and organizational stakeholders.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs ,UN Agencies and the private sector
- Strong writing , presentation and communication skills and experience in writing /editing proposals as part of a team essential
- Ability to handle multiple tasks simultaneously, set priorities and work independently as well as being a part of a team
- Ability to interact and communicate with all levels of national government, NGO, private and development sectors

PLEASE NOTE:

- This position is strictly for South Sudanese.
 - All applications should be sent either online or as hard copy
1. The online submission should be sent to lnylock@gmail.com copying j.alphonse007@gmail.com and mkediende@gmail.com by attaching the following documents,
 - I. Updated CV
 - II. Application Letter
 - III. Scanned Copies of all supporting documents/certificates
 - IV. Scanned Copy of Nationality ID.
- OR
2. The Hard Copy Applications, should be delivered to Country Coordinating Mechanism Office (CCM Office), located at Ministry of Health premises, at the ministries complex.
- Applications sent after the Dead line **April 6th 2018** will not be accepted.

