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**Catholic Medical Mission Board**  
**Job Advertisement**  
**State Liaison Officers**

**Position Title:** State Liaison Officers (2)  
**Department:** M&E  
**Location:** CES Juba (1) WES Yambio (1)  
**Reports:** SSHARP M&E Lead.  
**Deadline:** 16<sup>th</sup> October 2023

**ABOUT CMMB**

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. For further information on CMMB South Sudan, visit our webpage at [www.cmmb.org](http://www.cmmb.org).

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its Children And Mothers Partnerships (CHAMPS) program. CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels. CMMB also supports Health Information System strengthening through accurate and timely electronic systems, reproducing, and disseminating health registers and training of SMOH data clerks.

**Job Summary**

The State Liaison Officer will ensure close cooperation with other USG-funded partners in their state of assignment who have responsibilities which link with SSHARP's SoW. S/he will be responsible for working closely with teams from other partners who are providing programming, monitoring and other support/guidance to facility-based staff. S/he will help prepare data for uploading into DHIS2, conduct analysis of the same, provide feedback to counties and facilities, and encourage data use for action by state MOH and county health department staff. The State Liaison Officer will provide CMMB's support and input to state-wide routine data quality assessments (DQA) of routinely reported TB/HIV program data and work with partners to ensure the recommendations are implemented on time, especially at facility level. In collaboration with other state-based partner staff, support county-level partner staff, identify training needs and conduct on-site-on the job training sessions for county staff and facility-based Data Clerks in the assigned state. The State Liaison Officer will work with partner staff to ensure all facilities have







the required M&E tools for data collection and reporting into national systems. S/he will work closely with other state-level partner staff to regularly analyze data, compile reports, and share quality challenges, best practices and lessons learnt on data management at all levels from facility to national.

### **KEY RESPONSIBILITIES:**

- Work with state-level partner staff to strengthen M&E systems across the state (with a focus on facilities supported by SSHARP) that ensure timely collection and compilation of quality TB/HIV program data from all facilities within the assigned state.
- Work with state-level partner staff to ensure all facilities in the state assigned have the required national M&E tools for data collection and reporting
- In close coordination with state-level partner staff, provide technical assistance to facilities to ensure timely reporting of TB/HIV data through the national DHIS2 and use of high-quality data in the state.
- Support state-level partner staff in regard to DHIS2 roll out: to include training of staff, supervision and regular DHIS2 data review, and extracting of dashboards.
- Work with state-level partner staff to ensure 100% DHIS2 reporting rate and availability of high quality of data in the system for all facilities in the assigned state
- In collaboration with state and county-level partner staff, identify training needs and implement on the job training for data clerks and county M & E officers
- Collaborate with and fully participate in regular TB/HIV data quality assessments (DQA) of routinely reported program data in the state and support the implementation of recommendations at facility level.
- Support state-level partner staff in preparation of quarterly, semi-annual, and annual TB/HV reports and present in cluster meeting.
- Work with state-level partner staff to conduct progress analysis towards annual targets for TB/HIV activities in the state and develop visual and other forms of data presentation for use by MoH and other staff at all levels from state downwards to facility.
- Participate in the planning of the On-Site Data Verification (OSDV) activities and routing of the site visits across the Counties in the state.
- In close cooperation with state-level partner staff, regularly identify, compile, and share quality challenges, best practices and lessons learnt on data management in the state
- Support state-level partner staff in preparing presentations for the routine granular site management (GSM) as part of the TB/HIV incident management system launched by MOH
- Participate with state-level partner staff in TB/HIV program assessments and studies conducted in the state
- Coordinate with state-level partner staff and participate in TB/HIV related supportive supervision, and review meetings in the state.
- Support in ensuring timely printing and distribution of reporting tools to health facilities in the state supported sites. Carry out other duties as assigned by the SSHARP M&E Lead

### **QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree or equivalent in Epidemiology, Biostatistics, Public Health, or related field.
- Master's degree is preferred
- DHIS2 training skill and certificate is a plus
- 5-10 years of relevant experience in the design, implementation and management of health monitoring and evaluation systems – HIV/AIDS experience preferred
- Strong data management and analysis skills.
- Excellent communications and organizational skills.
- History of working with Ministry of Health and other partners is advantageous
- Project management, organizational, and time-management skills
- Team player, high level of communication and writing skills, as well as understanding of NGO structures.
- Demonstrated attention to detail.
- Proficient in the use of DHIS2, MS Word, MS Excel, MS PowerPoint software; knowledge of internet applications
- Strong initiative and self-motivation required, with a commitment to effective teamwork within a nonhierarchical, participatory management environment.

### **LANGUAGES:**

- Excellent command of written and spoken English
- Fluent spoken Juba Arabic, Bari, Azande preferred.

### **How to Apply:**

Interested applicants should submit their application together with resume/CV including telephone and email contacts of three (3) referees as well as your daytime telephone/cell phone contact number to [CMMSouthSudanjobs@cmmb.org](mailto:CMMSouthSudanjobs@cmmb.org) indicating the position and location you have applied for on the subject line of your email.

Please note:

1. Deadline for receiving application for this position is the 16<sup>th</sup> of October 2023
2. CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply.
3. Only short-listed candidates will be contacted for assessments.

