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Approved
3/3/2025

Position Title : State Liaison Officer
Department : Monitoring & Evaluation Department
Location : Western Equatorial State (Yambio office) and Central Equatorial State (Juba Office)
Reports : Technical Lead Monitoring & Evaluation
Date : March 20th, 2025

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.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations, 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) 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; (b) health workforce capacity strengthening through on the job mentoring and training, as well as leveraging CMMB's international volunteer program; and (c) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its medical donation program.

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 HIV program data and work with partners to ensure the recommendations are implemented on time, especially at facility and community level. In collaboration with other state-based partner staff and other stakeholders 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 other 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 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 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/mentorship 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/mentorship needs and implement on the job training for data clerks and county M & E officers.
- Collaborate with and fully participate in regular 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 HV reports and present in cluster meetings.
- Work with state-level partner staff to conduct progress analysis towards annual targets for 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 HIV incident management system launched by MOH.
- Participate with state-level partner staff in HIV program assessments and studies conducted in the state
- Coordinate with state-level partner staff and participate in 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
- 5-10 years of relevant experience in the design, implementation and management of health monitoring and evaluation systems – PEPFAR or HIV/AIDS experience preferred.
- DHIS2 training skills and certificate is preferred.





- Strong data management and analysis skills including DATIM system experience.
- Excellent communications and organizational skills.
- History of working with Ministry of Health and International Organizations is advantageous.
- Project management, organizational, and time-management skills.
- Team player, attention to detail, high level of communication and writing skills, as well as understanding of NGO structures.
- Proficient in the use of DHIS2, STATA, MS Word, MS Excel, MS Power BI, MS PowerPoint software; knowledge of internet applications
- Strong initiative and self-motivation required, with a commitment to effective teamwork within a nonhierarchically, participatory management environment.

Languages:

- Excellent command of written and spoken English
- Fluent spoken Juba Arabic is an advantage

How to apply:

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmb.org by latest the March 20th, 2025. Please note that due to the urgent nature of the position, evaluation of application will be on a rolling basis. We encourage qualified female candidates to apply. Applications can also be submitted to the below address during working hours between 8.00am and 5.00pm:

Please note: "CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return with your application. Please note, your application will not be considered if your signed self-declaration and consent form is not received along with your application."





Catholic Medical Mission Board
Sexual Exploitation, Abuse & Harassment (SEAH)
Self-Declaration & Consent Form

CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the attached self-declaration and consent form and return with your application. Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.

I..... hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my pass employment.

I hereby give my full consent for CMMB to conduct further background check related to SEAH.

Name : _____

Signature : _____

National ID/PP: _____

Date : _____

