



## **POSITION DESCRIPTION**

**JOB TITLE:** Monitoring and Evaluation Officer

**LOCATION:** Juba Main Office.

**DIRECT REPORT:** M&E Advisor

## **ICAP IN SOUTH SUDAN**

The overall ICAP project goal is to support the South Sudan Ministry of Health to rapidly expand HIV/AIDS prevention, care and treatment activities and reduce HIV/AIDS related morbidity and mortality in South Sudan, by providing technical support for the country's HIV/AIDS prevention, care and treatment initiatives.

## **OVERALL JOB FUNCTION:**

The Monitoring & Evaluation Officer will be working as assistant Monitoring and Evaluation focal person with focus on facility level capacity building.

## **DUTIES AND RESPONSIBILITIES:**

1. Ensure timely collection and compilation of program data from ICAP supported facilities.
2. Provide technical assistance to health care facilities to ensure timely reporting and use of high-quality routine program data.
3. Participate in training of health care facility staff on use of data collection tools.
4. Provide TA to ICAP supported facilities on use of national monitoring tools, record keeping, documentation and reporting.
5. Ensure availability of all the necessary national M&E tools in supported facilities.
6. Conduct data quality assessment of routinely reported program data
7. Assist the M&E advisor in the preparation of quarterly, semi-annual and annual reports.
8. Analyze progress towards achievement of targets for ART roll-out sites and overall country program
9. Ensure that ICAP-supported M&E activities at supported sites conform to national policies and guidelines.
10. Regularly identify quality challenges, design and implement quality improvement projects.
11. Carry out other M&E duties as assigned.



## Qualifications:

- Bachelor's degree or equivalent in Monitoring & evaluation, Epidemiology, Biostatistics, Public Health or related field.
- Relevant experience in the design, implementation and management of health monitoring and evaluation systems – HIV/AIDS experience preferred.
- Fluency in spoken and written English.
- Excellent communications and organizational skills.
- Proficient IT skills: Microsoft Word, Excel, Power point, Access.
- Strong data management and analysis skills.

**This position is for South Sudanese nationals only.**

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

### How to apply:

Please forward your resume or CV to [icap-jobs-southsudan@columbia.edu](mailto:icap-jobs-southsudan@columbia.edu). Please indicate you are applying for the “**South Sudan – M&E Officer**” position and the location in the subject line of your email. Or you can deliver your application to ICAP office located next to **American Residence** or **Non-violence** office DDR Avenue in Kololo.

**Application Deadline October 4<sup>th</sup>, 2019**

**NB: Only those who are shortlisted will be contacted**

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