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| **Lao People’s Democratic Republic**  **Peace Independence Democracy Unity Prosperity**  **----------------------------------------------------------------------------------------**  **Principle Recipient Project Management Unit-The Global Fund Project under Ministry of Health**  The Global Fund to fight AIDS, Tuberculosis, and Malaria (The Global Fund) is an international partnership working with over 140 countries world-wide designed to accelerate the end of AIDS, tuberculosis, and malaria as epidemics. The Global Fund partnership has its headquarters in Geneva, Switzerland and mobilizes and invests nearly US$4 billion a year ([www.theglobalfund.org](http://www.theglobalfund.org/))  The Global Fund has signed successive grants with the Lao People’s Democratic Republic (Lao PDR) since 2003. The Ministry of Health will be the Principal Recipient (PR) for grants for HIV and TB planned to commence on 1 January 2018 to be implemented over the 3 years till 31st December 2020 and will be Principal Sub-Recipient for a RAI 2E Malaria grant to UNOPS. The Ministry of Health is revising its grant management arrangements for the new grants and is establishing a small team of contracted staff to perform the functions of the principal recipient. This team will form a Project Management Unit (PMU) under the overall direction of a PMU Manager. During the 3 years of the new grants, the contracted staff will work with Ministry of Health staff to transition the grant management functions over to the teams within the Ministry. The Ministry of Health welcomes applications from appropriately qualified and experienced professionals for the following positions.  **Please note**: appointments are annual appointments which are extendable based on satisfactory performance. All positions will be based in Vientiane Capital.  **CAREER OPPORTUNITIES**  **PMU - HIV Monitoring and Evaluation Officer (1 Position)**  The GF M&E Officers will ensure accurate, timely and complete reporting of programmatic information on the Global Fund HIV grants to the MOH, including in the PUDRs and other reporting to the Global Fund. He/she will work with the national programme to strengthen M&E activities in the Global Fund Programs. He/she will work closely with the Health Management Information team in DPIC and national program staff to ensure development of technical capacity as well as the integration of M&E activities of HIV programs and responsibilities into all aspects of HIVprogramming and interventions. He/she will collaborate with the Department of Communicable Disease Control and national HIVor TB programme M & E staff to ensure effective program monitoring and implementation.  **CHAS HIV Monitoring and Evaluation Officer(1 Position)**  The CHAS HIV M&E Officer will ensure accurate, timely and complete reporting of programmatic information on the HIV Global Fund grant to the CHAS Program Director and M&E team including in the PUDRs and other reporting to the Global Fund and Global HIV reporting. He/she will work with the CHAS M&E team to strengthen M&E activities of National HIV Program. He/she will work closely with the Health Management Information team in DPIC, WHO technical team, HIV implementing partners (NGOs, CBOs) and CHAS M&E team to ensure technical functioning of integrated DHIS2 reporting and Data Quality Assurance as well as the integration of M&E activities of HIV programs and responsibilities into all aspects of HIVprogramming and interventions. He/she will collaborate with the Department of Communicable Disease Control, CHAS M & E team and PMU (MOH) M&E team to ensure effective program monitoring and implementation.  **Required Qualifications and Competencies**   1. Advanced degree in Health Sciences, Public Health, Statistics, Population Studies, Demography, Epidemiology or equivalent 2. Minimum 5 years’ experience in monitoring and evaluation of HIV/AIDS programs and experience in the management information systems in the public sector 3. Strong written and oral communication skills, including professional level English language skills   **Key Selection Criteria**   1. Capacity to design and implement M&E systems including performance frameworks within the health sector 2. Capacity to apply qualitative and quantitative M&E methods in the health sector 3. Understanding of management information systems for HIV/AIDS 4. Capacity to support and strengthen M&E systems and processes at the sub-grant level 5. Understanding of monitoring and evaluation approaches used in Global Fund grants 6. Capacity to identify opportunities for integrated approaches in health service planning, management, and implementation 7. Capacity to contribute as a member of a team, while also taking responsibility for personal responsibilities 8. Capacity in time management skills and ability to manage multiple priorities   **DETAILED TERMS OF REFERENCE:** Interested candidates are strongly encouraged to review the detailed Terms of Reference (TORs) for the relevant position. TORs may be downloaded from CCM Website**:** http://www.ccmlaopdr.org/index.php/en/advertisement/job-vacancy  **TO APPLY FOR THESE POSITIONS:**  Interested candidates are asked to submit their application by email to [ccmsec.laos@gmail.com](mailto:ccmsec.laos@gmail.com)by the closing date given below. Applications received after this date may not be considered. The application must include (1) a brief cover letter which explains how the candidate meets the key selection criteria for the relevant position ;(2) names and contact details of three referees; and (3) a comprehensive Curriculum Vitae. The application must be in English. Applications will be screened and short-listed candidates will be invited for an interview.Interview questions will be based on the key selection criteria. Enquiries regarding the application submission process may be emailed to [ccmsec.laos@gmail.com](mailto:ccmsec.laos@gmail.com)  **CLOSING DATE FOR APPLICATIONS:   Monday 25th December 2017** at 5:00PM (Local Time).  CCM Secretariat Setthathirath Road Vientiane Capital, Lao PDR Tel/Fax: 021 254546 Email: ccmsec.laos@gmail.com |