**GF HIVMONITORING & EVALUATION OFFICER (CHAS)**

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| **CHAS**  |
| **Job details**  |
| **Job title: GF HIVMonitoring and Evaluation Officer** | **Supervisor: CHAS Program Director**  |
| **Duration of contract:** TBA  | **Location: CHAS office, Vientiane** |
| **Job summary** |
| The GF 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. |
| **Key responsibilities** |
| 1. Assist the development and implementation of a functioning monitoring, evaluation and reporting system for HIV program.
2. Ensure and Assist all HIV implementing partners including CHAS, NGOs and CBOs to submit timely, regular and structured monitoring quarterly reports to the PMU (MOH).
3. Perform data auditing and verification to assure consistency and validity of every data and indicators reported by HIV program (CHAS) and NGOs/CBOs HIV implementers through monthly data verification and data quality auditing.
4. Review all the quarterly progress updates report of HIV implementing partners / SRs and provide programmatic oversight findings to the CHAS Program Director about the progress and challenges of program activity implementation and target achievement of HIV implementers and assist CHAS Management Team to conduct technical and management oversight discussion to the HIV implementers to be harmonized and closely integrated for the efficiency and effectiveness of grant performance.
5. Ensure timely completion of HIV implementation progress report against achieved cumulative results for the Bi-annual programmatic reporting section of the Progress Update and Disbursement Request (HIV PUDR) report of the Global Fund and then, assist CHAS M&E Team for the subsequent submission to the PMU-MOH for further review and recommendations for improvement.
6. Assist CHAS M&E team & DPIC- HMIS team in the development and testing of M&E tools, approaches and timely data reporting of National HIV program to the DHIS2 system as a resource of National Statistic and Health information management of Laos for future sustainability.
7. Ensure all the GF HIV M&E data is collected, cleaned, analysed and readily available through the DHIS2 reporting and facilitate the findings and information dissemination to the CHAS,PMU-MOH, CCM and other stakeholders.
8. Assist CHAS Management Team on programmatic analysis and interpretation by means of HIVdata reporting on M&E and involve in sharing sessions/meeting of all key findings to HIV implementing partners / SRs through quarterly review meetings between the CHAS, HIV implementers, PR and other key stakeholders.
9. Facilitate implementation of capacity building trainings and workshops for the implementation of National M&E plan of the HIV program and provide on-the- job trainings on monitoring, evaluation and GF reporting for HIV implementing partners / SRs.
10. Perform any other tasks assigned by the CHAS Program Director to support the overall Management, Supervision, Monitoring and Evaluation of the implementation of the Global Fund HIVgrant.
11. Collaborate with the CHAS Management Team and PMU-MOH to prepare the responses to enquiries and management letters of the Global Fund and Local Fund Agent regarding the HIV grant and to present the key findings to the CCM.
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| **Academic and professional qualifications** |
| Advanced degree in Health Sciences, Public Health, Statistics, Population Studies, Demography, Epidemiology or equivalent.  |
| **Experience** |
| **Essential** 1. Minimum **3** years’ experience in HIV/AIDS program interventions and experience in the M&E and/or management information systems in the public sector
2. Training and experience in logical framework, project management and M&E and setting up of M&E systems in health programs
3. Demonstrated experience in designing and implementing M&E systems including performance frameworks, project management, and program/project evaluations within the health sector
4. Experience with qualitative and quantitative M&E methods in the health sector

**Preferable**1. Experience in the monitoring and implementation of Global Fund grants is an added advantage.
2. Familiarity with the MoH health management information system /DHIS2 is an added advantage
3. Experience in consistently producing technical reports on schedule
4. Experience in computer programs with strong knowledge of MS office, data base programs and statistical software
5. Strong written and oral communication skills, including professional level English language skills.
6. Experience in working within a team and interacting effectively with collaborating agencies/departments and development partners.
7. Experience in working independently within deadlines, self-motivated and creative.
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| **Competencies** |
| 1. Excellent conceptual and analytical abilities on the M&E data and provide an analytic approach to information management.
2. Able to verify the data for the precise and quality oriented reporting of HIV project/program.
3. Able to prepare the draft programmatic report of HIV PUDR
4. Consistently approaches work with energy and a positive, constructive attitude
5. Remains strong committed and motivated even under pressure
6. Demonstrates openness to change and ability to manage complexities
7. Actively works towards continuing personal learning and development
8. Contributes to a knowledge-sharing and learning culture in the office and to the M&E counterparts of national programs
9. Ability to operate as a team player and contribute effectively to team goals
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