

GF HIV MONITORING & EVALUATION OFFICER

Project Management Unit	
Job details	
Job title: GF HIV Monitoring and Evaluation Officer	Supervisor: PMU Manager
Duration of contract: TBA	Location: Vientiane
Job summary	
<p>The GF HIV M&E Officer will ensure accurate, timely and complete reporting of programmatic information on the HIV Global Fund grant 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 HIV programming and interventions. He/she will collaborate with the Department of Communicable Disease Control and national HIV programme M & E staff to ensure effective program monitoring and implementation.</p>	
Key responsibilities	
<ol style="list-style-type: none"> 1. Ensure the development and implementation of a functioning monitoring, evaluation and reporting system for HIV program. 2. Ensure all Sub-recipients (HIV implementing partners) – National programs, NGOs and CBOs, submit timely, regular and structured monitoring quarterly reports to the PR office/PMU. 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 quarterly data verification and data quality auditing. 4. Review all the quarterly progress updates report of HIV implementing partners / SRs and provide adequate feedback to all HIV implementing partners / SRs to ensure that HIV implementer SR program activity implementation and target achievement reported are harmonized and closely integrated for the efficiency and effectiveness. 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, subsequent submission to the PR Manager and TA for further review and recommendations for improvement. 6. Assist TA and DPIC- HMIS team in the development and testing of M&E tools, approaches and timely data reporting of National programs 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 PMU, CCM and other stakeholders. 8. Facilitate programmatic analysis and interpretation by means of HIV data reporting on M&E and sharing all findings to HIV implementing partners / SRs through quarterly review meetings between the PR/PMU and SRs. 9. Participate and contribute to the design and development of Monitoring and Evaluation Operational Frameworks for the HIV program. 	

10. 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.
11. Assist HIV implementing partners / SRs in identification of potential implementation problems and bottlenecks and to find out the possible solutions for HIV interventions.
12. Perform any other tasks assigned by the PR Manager and PMU to support the overall Management, Supervision, Monitoring and Evaluation of the implementation of the Global Fund HIV grant.
13. Collaborate with the PMU Manager 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.

Academic and professional qualifications

Advanced degree in Health Sciences, Public Health, Statistics, Population Studies, Demography, Epidemiology or equivalent.

Experience

1. Minimum 5 years' experience in monitoring and evaluation of HIV/AIDS, TB and Malaria programs and experience in the 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
5. Experience in the monitoring and implementation of Global Fund grants is an added advantage.
6. Familiarity with the MoH health management information system is an added advantage
7. Experience in consistently producing technical reports on schedule
8. Experience in computer programs with strong knowledge of MS office, database programs and statistical software
9. Strong written and oral communication skills, including professional level English language skills.
10. Experience in working within a team and interacting effectively with collaborating agencies/departments and development partners.
11. Experience in working independently within deadlines, self-motivated and creative.

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

