



## JOB VACANCY ANNOUNCEMENT

**Job ID: (TRHBHR 109)**

**Job Title:** Monitoring and Evaluation (M/E) Coordinator

**Category:** Health Care

**Location:** Alamata town and Mekelle town, Tigray, Ethiopia

**Immediate supervisor:** Respective Zonal/town Health office, HIV version coordinator

**Intermediate supervisor:** Regional project M/E Advisor

**Career Level:** midlevel

**Employment Type:** Contract

**Number required:** 3(Three)

**Salary:** Negotiable

### JOB SUMMARY

Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV prevention care and support core process the town level M/E coordinators will be responsible for the coordination and implementation of the CDC funded surge strategy reports of the project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent will be responsible for carrying out a range of investigative and analytical epidemiologic activities related to the HIV prevention, case detection, care and treatment and care and support activities.

### MAJOR DUTIES AND RESPONSIBILITIES:

The purpose of this position is to conduct epidemiologic investigations used in preventing and controlling HIV/AIDS and planning HIV/AIDS programs. Results of work efforts aid in the monitoring of program and its correlates, identifying trends of HIV/AIDS and providing data and information about corrective actions or programs to promote and protect public health. The town level M&E coordinator will have the following duties and responsibilities:



- Oversee HIV/AIDS programs to achieve the three 90's, including statistical and epidemiologic analysis and interpretation using multiple data sources, including, but not limited to HMIS data, and other healthcare data, population-based survey data.
- Reports analytic findings in the forms of tables, graphs, maps, written reports and presentations to a variety of audiences.
- Provides analytic support in the development and maintenance of ongoing HIV public health initiatives.
- Conducts epidemiological analyses Supports the production of town/facility level reports, such as monthly HIV/AIDS statistics reports, community health assessments and the case report series.
- Investigate or determine cause and risk factors for case detection, care and treatment, and retention
- Plan to investigate most at risk population segments
- Plan, administer and evaluate programs to improve public health, conferring with health offices, HTC, care and treatment service, partner service providers/physicians/HO/Nurses and others.
- Provide expertise in the design, management and evaluation of , key population friendly services, partner service, HIV/AIDS survey and surveillance systems,
- Responds to requests for data on health- related statistics and associated health behaviors.
- Performs other related duties as assigned or directed to meet the goals and objectives of the HCO
- Provide support to ZHD/ WoHO/HFs to implement systemic approach in documentation, record keeping and submission of quality HIV/AIDS report and analysis and utilization of this data for continuous service improvement.
- Identify M&E related capacity gaps of service providers, HMIS staff, program officers and management and provide onsite training, on job coaching, focused mentorship and supportive supervision at all levels



- Provide M&E mentorship at Zonal Health Department (ZHD)/Woreda Health Office (WoHO)/K/ketema HO, Health Facilities (HFs) in performance data analysis and interpretation and use of data for performance review and continuous quality improvement.
- Ensure that internal and external M&E Mentorship is properly conducted by government Mentors according to the plan; reports are sent to higher level and archived at the Mentee and Mentor organizations
- Regularly follow the availability of M&E staff/Data Clerks at HFs and support ZHD/ WoHO/HFs in recruitment of opened positions and in training of newly hired M&E staffs
- Identify training gaps at all levels and communicate responsible body at Regional Health Bureau
- Ensure that M&E tools (individual forms, registers, tally sheets and databases) are available and properly utilized at all levels
- Ensure that HIV/AIDS related HMIS indicators are properly collected, compiled, reviewed and timely submitted to the next level
- Ensure that HIV/AIDS related report that are not captured from HMIS are properly collected, compiled, reviewed and timely submitted to the next level
- Perform regular data verification, correction of data quality problems and updating of reports at all levels
- Regularly conduct source document Data Quality Assurance (DQA), develop and follow up quality improvement plan with active involvement of staff at health facilities
- Support ZHD/ WoHO/K/ketema HO/HFs in the analysis and interpretation of HIV/AIDS related data at all levels
- Support Woreda Health Office/HFs to regularly conduct Performance Review Meeting (PRM), using selected performance indicators, and use of data for performance monitoring and continuous quality improvement.



- Actively participate in documentation of experiences, lessons learned, case studies and other technical documents;
- Perform other duties assigned by the immediate supervisor.

## **JOB REQUIREMENTS**

- MSc in Epidemiology, Biostatistics, Health informatics, M&E or related field with 2 years and above work experience
- Knowledge in resolving epidemiologic problems found in HIV/AIDS programs
- Health officer/Nurse with the experience in M & E in HIV/AIDS care delivery and program management with minimum of 5 years of related work experience
- Acquainted with M&E/HMIS system and HIV/AIDS program
- Mastery of retrieving, analyzing, organizing and arraying data and must have in-depth knowledge of Statistical analytic tools and databases including Epi-Info, SPSS and SQL
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills
- Proficiency in written and spoken English

**Tigray Regional Health Bureau** is an equal opportunity employer; women and people living with HIV/AIDS are encouraged to apply.

**How to Apply:** Interested candidates with the required qualification and experience are invited to submit application letters along with CV and photocopies of certificates and testimonials as well as names and contact information for 3 professional references other supporting documents to the following address:

- In person to Tigray Regional Health Bureau Human Resource Directorate
- Online at: [jobs@tigrayrhb.org](mailto:jobs@tigrayrhb.org)

The application letter should be clearly marked with each position



Only short-listed applicants will be notified for interview and exam

Receiving applications is **September 18-29, 2017**.

Closing date: **September 29/2017 at 5:00 PM**

**Point of Contact:**

- **Ato Zenebe G/hiwot or W/ro Meseret Weldegiorgis**
- **Phone no.: 03444416058**

**About the Organization:**

The Bureau of Health, Tigray Regional State is a governmental organization responsible for the overall health care and related activities in the region. The bureau seeks to achieve the global Fast-Track milestones of the 3 90's by 2020 to end the AIDS epidemic by 2030 by preventing new HIV infection and eradicating AIDS through, advocacy, prevention, and care and treatment programs.