



Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)

VACANCY ANNOUNCEMENT

Job Title: Strategic Information & Evaluation Manager

Job openings: 2

Locations: 01 for Littoral region and 01 for Centre

Reports to: Senior Strategic Information & Evaluation Manager,

Contract Duration: One year with possibility of extension

Terms of Offer: This position is remunerated on local terms. (for local candidates only)

Possible start date: Immediate/April 1st, 2018.

The Elizabeth Glaser Pediatric AIDS Foundation is a global leader in the fight against pediatric HIV and AIDS, working in 19 countries and at over 5,500 sites around the world to prevent the transmission of HIV to children, and to help those already infected. Today, because of the highly successful work of the Foundation and its partners, pediatric AIDS has been virtually eliminated in the United States. With a growing global staff of over 1,000—nine of 10 who work in the field—the Foundation's global mission is to implement HIV prevention, care, and treatment programs; further advance innovative research; and to execute strategic and targeted global advocacy activities to bring dramatic change to the lives of millions of women, children, and families worldwide. For more information, please, visit our page: www.pedaids.org.

EGPAF works in partnership with the Ministry of Health NACC and the Regional and District Health Teams to support HIV Prevention, Care and Treatment and health systems strengthening services. EGPAF is mainly funded by PEPFAR through the Centers for Disease Control and Prevention (CDC) and the United States Agency for International Development (USAID).

Purpose of the Job

The Elizabeth Glaser Pediatric AIDS Foundation is seeking to recruit 2 Strategic Information & Evaluation Managers to be based in the Yaoundé and Douala respectively. The Strategic Information & Evaluation Managers will work with the facility teams to support establishment and expansion of a robust monitoring and evaluation strategy/plan for the DELTA Project that compliments provision of quality integrated HIV prevention, HIV counselling and testing, care and treatment services within the Ministry of Health, Private and Faith Based Sector health facilities in Littoral and Centre regions.

Job Summary

Under the guidance of the Senior Strategic Information & Evaluation Manager, the SI&E Manager will work to ensure furtherance of the DELTA Project's agenda of improving quality of integrated HIV services through continuous quality improvement, data quality assessments, technical assistance and capacity building to EGPAF Project's technical staff and health care workers at the Regional,



District and facility level in support of strategic information activities. S/he will provide oversight to SI&E and data management components within the region of assignment and at the facility level

Key Responsibilities:

Maintaining Updated HMIS Tools Inventory- 10%

- Conducting baseline & routine tools inventory assessment at supported facilities to identify tools gap
- Supporting facilities to access required tools (registers, job aids, SOPs, algorithms, files...)
- Supporting facilities to maintain appropriate re-order level for tool.

Timely and Accurate Report Submission - 25%

- Assist the SI&E to ensure regular, complete, accurate, timely and quality monitoring reports from health facilities on all required indicators
- Work with the Facility staff and NACC and Information Officers to ensure timely data collection, collation and reporting into the DHIS
- Support data collection for various evaluations/Implementation Research as need be.

Maintain updated Databases -10%

- Upload/enter data into various databases including DATIM, DHIS

Supporting Data Quality & Performance Improvement - 25%

- Support facilities with mentorship on data capture, reporting and review
- Support monthly data review meetings for supported facilities
- Oversee joint RDQA with the region and districts at supported facilities and track implementation of action points
- Support roll out of CQI activities alongside other program officers
- Assess progress in service implementation using SIMs tool
- Support EMR implementation within EGPAF facilities in collaboration with other implementing partners like ICAP

Support sites to conduct Cohort Analysis (HEI, PMTCT, ART)- 10%

- Mentorship to facilities on cohort analysis and reporting

Provide timely feedback to the regional, district and facilities for decision making-20%

- Supporting facilities to promptly and accurately update their dashboards
- Support facilities to understand their targets across various program areas
- Coordinate regional and district HMTs to review performance routinely against set targets
- Represent the EGPAF at regional and district SI&E, technical coordination meetings



Required Qualification

- Bachelor's degree in Biostatistics, Health Information Management Systems or Health Records and Information statistics, M&E or other relevant fields required from a recognized University
- Minimum of 5 years' experience on monitoring and evaluation and data management for a HIV program
- Familiar with MOH tools and PEPFAR reporting systems

Required competencies, skills and experience

- Experience in establishing and sustaining working relationships with the Ministry of Health at district and health providers at site level
- Significant and up to date knowledge of the current HTS, ART and PMTCT guidelines, standards, tools and best practices. Up to date knowledge of general HIV management is a pre-requisite
- Proficiency in computer packages for generating and analysing reports
- Thorough knowledge of PEPFAR Program and MOH/NACCC reporting requirements including familiarity with the data collection and reporting tools used by MOH
- Proficiency in computer basic skills- MS Office; Internet; Basic data analysis skills
- Proficiency in English and French
- Self- managed, self-driven, results oriented individual with excellent communication, interpersonal, report writing and analytical skills
- Dedicated team player with ability and experience to work in a multidisciplinary team
- Familiar with DHIS2, HMIS tools, DATIM and other PEPFAR reporting requirements
- Experience in providing on site mentorship to health care workers on HMIS, cohort analysis and other SI related issues
- Proficiency in computer packages for generating and analysis reports. Experience in use of visual analytics tools is an added advantage
- Proficient in statistical analysis packages (SPSS/STATA/R , EPI , GIS spatial analysis, etc.)
- Experience with managing and coordinating teams
- Ability to build and manage strong working relationships among diverse stakeholders
- Ability to work effectively in a busy, high pressure team environment
- Ability to prioritize workload and demonstrate outcomes on strict deadlines
- Commendable knowledge & skill in monitoring & evaluation activities
- Strong analytical skills
- Strong oral and written communications skills

How to apply

Qualified candidates should submit a CV and cover letter indicating the town for which they are applying through the following link.



Elizabeth Glaser
Pediatric AIDS
Foundation

*Until no
child has
AIDS.*

chj.tbe.taleo.net/chj05/ats/careers/searchResults.jsp?org=PEDAIDS&cws=1

Applications will be considered on or before 22nd March 2018, 5:00 PM Cameroon time.

Please note that only short-listed applicants meeting the above requirements will be contacted.