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**Background**

The **Caribbean Training and Education Center for Health**(C-TECH) is a locally registered organisation that previously operated as the International Training and Education Center for Health (I-TECH) at the University of Washington (UW). In 2020, C-TECH was formed, capitalising on over 17 years of experience implementing innovative, locally driven HIV prevention, care and treatment programs in the region. C-TECH has now expanded its scope to include chronic non-communicable diseases.

Based in Jamaica, C-TECH’s high-calibre team of professionals has gained unparalleled experience working at treatment sites across the region, responding to and meeting local needs. **C-TECH partners with government, academic, and civil society organisations to support strong health systems and a skilled and empowered health care workforce to improve the health of communities within the Caribbean.**

**JOB PURPOSE**

The Monitoring & Evaluation Officer will support the implementation of monitoring and evaluation activities outlined in the M&E work plan and contribute to the regular analysis and reporting of datasets in support of policy implementation, service planning and performance management. In addition, the Officer will be required to strengthen the capacity of the sites in the supported region in data collection and data management by provision of greater on-site technical assistance to improve the monitoring and evaluation capacity of the region and foster a culture of monitoring and evaluation.

**KEY OUTPUTS**

* Reporting mechanisms requirements relevant to the programme are met.
* Monthly Programme reports relating to M&E activities
* Monthly status update of progress on indicator targets
* Timely and accurate updating of the HIV Treatment Services Information System
* Support the planning and execution of quarterly performance reviews

**TECHNICAL/ADMINISTRATIVE RESPONSIBILITIES**

1. Collaborate with professional staff and field officers in collecting, collating, and analysing data from treatment sites, testing sites and HIV databases.
2. Manage data from sites, parishes and the region.
3. Coordinate timely data entry in the HIV database and support the site TCSOs to conduct quarterly data quality assessments for each site in the region.
4. Assist site staff in using data to identify gaps and implement interventions
5. Provide monthly status updates on progress towards meeting indicator targets
6. Oversee implementation of various data collection tools and ensure that data is of the highest quality
7. Assist with the revision of data collection tools and make recommendations based on observations at the field level.
8. Lead the development and maintenance of tracking systems for reports received and processed.
9. Participate in training workshops to build capacity in Monitoring and Evaluation.
10. Any other duties related to the implementation of M&E.

**REPORTING RELATIONSHIP**

The Officer will report directly to the Health System Strengthening (HSS) Director. Supportive technical supervision will be provided by the Monitoring and Evaluation Advisor.

**OTHER RESPONSIBILITIES**

Perform any other related duties as assigned by the Monitoring and Evaluation Advisor or the HSS Director.

**PERFORMANCE STANDARDS**

* Key deliverables are produced within agreed time frames to required standards
* Confidentiality of information obtained on the job is preserved

**REQUIRED COMPETENCIES**

* Highly developed analytical skills
* Ability to use SPSS, SAS, STATA or equivalent programme, advance MS Excel skillset
* Strong communication skills, including report writing and confidence in delivering complex presentations
* Good project management, time management and problem-solving skills
* Able to respond to deadlines and prioritize accordingly
* Ability to interact well and develop positive relationships with Regional and National stakeholders
* Sound knowledge of monitoring and evaluation methods

**MINIMUM REQUIRED EDUCATION & EXPERIENCE**

* Bachelor’s degree in Social Sciences or Natural Sciences or Nursing PLUS at least 4 years of research/surveillance experience /health science
* knowledge of HIV/AIDS and Public Health Research/Surveillance
* Knowledge of TSIS2 is a PLUS

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

* Exposure to highly confidential and sensitive information
* May be required to work beyond regular working hours to meet deadlines.
* Will be required to travel and must have access to a motor vehicle

**COMMITMENT TO DIVERSITY**

C-TECH recognises that disparities in health around the globe stem from inequity. Therefore, C-TECH encourages and supports the multiple identities of staff, including, but not limited to, socioeconomic status, race, ethnicity, language, nationality, sex, sexual orientation, gender identity and expression, culture, spiritual practice, geography, mental and physical disability, and age. C-TECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its staff.

**Complete Terms of Reference for the position are available at:**

<https://ctech-caribbean.org/careers/>

**Applicants should submit a resume and cover letter to the Human Resource Department at**[**hr@ctech-caribbean.org**](mailto:hr@ctech-caribbean.org)**no later than Friday, October 14, 2022. Current employees at the Ministry of Health and Wellness are not eligible to apply. We appreciate all applications, but only shortlisted candidates will be contacted.**