

## **HEALTH SYSTEMS STRENGTHENING (HSS) MONITORING & EVALUATION OFFICER**

### **Who is HIVSA?**

HIVSA is a not for profit organisation established in 2002, with a full-time staff compliment of over 60, and is a strategic partner of the Gauteng Provincial Departments of Health and Social Development. HIVSA empowers individuals, community workers and organisations by developing their capacity and resilience to effectively address socio-economic and health issues in the context of high HIV and AIDS burden with the ultimate vision of creating an HIV free generation.

### **Programme Overview:**

HIVSA is sub-awarded by CCI to implement the USAID *Woza Asibonisane!* Community Responses (CR) Program in Gauteng. The program is implemented under HIVSA's Health System Strengthening (HSS) wing, with a focus on providing community HIV and GBV programs aimed at preventing HIV and GBV and access to services in selected geographical areas of Johannesburg, Regions A and D. *Woza Asibonisane!* Community Responses (CR) program is a DREAMS intervention that uses the Dialogue-Reflection-Action (DRA) model to strengthen social change linked to HIV & GBV prevention and access to services for both. The model enhances ownership and capacity at all levels of government and civil society towards a sustainable change that emphasizes individual, group and social action for communities. CR interventions include HIV Prevention and Community Mobilization and Norms Change group sessions conducted with women and men aged 20-49 years, with the majority being Young Women (YW) aged 20 -24 in line with the epidemiological evidence of the highest burden of HIV being in these age groups.

### **Job Summary:**

The HSS M&E Officer is responsible for tracking CR program performance, including capacitation of site/CBO staff, as well as ensuring smooth operation of program monitoring, reporting, and learning activities. He/she will be responsible for, but not limited to, the following:

### **Minimum Key Roles and Responsibilities:**

- Provide M&E training and mentorship to site/CBO staff, in particular CBO M&E Champions, to ensure effective implementation of M&E activities
- Capacitate the CR program team, both at HIVSA and site levels, on the effective administration and utilisation of Salesforce
- Track program performance at site level using standardised M&E tools and ensure targets are met timeously
- Compile and submit weekly site performance reports and Dashboards to program staff, both at HIVSA and site levels
- Play an active role, alongside the program team, in the development and implementation of strategies, procedures and protocols that ensure that site level targets are tracked, monitored, and reported on timeously
- Conduct weekly data validation checks for allocated sites/CBOs to ensure data accuracy and completeness
- Conduct, in collaboration with the program team, monthly routine data quality assessments (RDQAs)
- Actively participate in the Quality Improvement/Assurance (QI/QA) activities conducted in allocated sites/CBOs, as part of Site Improvement Monitoring Systems (SIMS)

- Assist in the establishment and maintenance of effective and efficient records management system at allocated sites/CBOs, including filing and archiving of program data
- Identify areas, processes and/or tools that require review (and adjustments) and make necessary recommendations for improvement to the SI and Programme Managers
- Maintain client confidentiality, Comply with data integrity and security policies
- Cultivate effective communication and collaboration with other team members, which includes joint redress of program challenges and joint problem solving
- Attend relevant internal and external meetings related to the overall implementation of the programme.
- Actively participate in stakeholder/partnerships engagement and management
- Drive self and team members to sites and meetings using HIVSA fleet
- Undertake any other tasks relating to HSS and the CR Program as requested by management

**Minimum Requirements:**

- Bachelor's degree or National Diploma in Social Sciences, Statistics, Monitoring and Evaluation (M&E) or another related field
- At least two years' work experience in the field of M&E, data management, or other closely related field
- Excellent computer skills (Windows 10, MS Office Word, and Excel experience)
- Experience with Salesforce database would be an added advantage
- Good understanding of, and experience working with, Community Based Organisations (CBOs)
- Excellent communication skills in English and at least two African languages, preferably Zulu and Sotho.
- Excellent reporting skills
- Effective time management skills
- Good interpersonal and organisational skills
- Ability to work independently and as part of a multidisciplinary team
- Ability to work under pressure and be pro-active
- A valid driver's license

**What do you need to do to apply?**

Candidates that meet the minimum requirements and are interested in the position should send a motivation letter and CV (not more than 5 pages) with three contactable referees to: The HR Manager, HIVSA, P O Box 3869, Southgate, 2082; or e-mail to: [hr@hivsa.com](mailto:hr@hivsa.com); Closing date for applications: 14<sup>th</sup> December 2020 (Please note that only shortlisted candidates will be contacted.)