

# Common Unit to Fight against AIDS, TB & Malaria



Investing in our future  
The Global Fund  
To Fight AIDS, Tuberculosis and Malaria

Annexure \_\_\_\_\_

## Job Description

<b>1) POSITION PROFILE:</b>	
<b>Designation:</b> Manager M&E and Surveillance	<b>Grade:</b> M1
<b>Name:</b>	<b>Division:</b> <i>where applicable</i>
<b>Department:</b> M&E and Surveillance	<b>Location:</b> Common unit for management of the Global Fund grant for HIV, TB and Malaria diseases, Islamabad
<b>2) ORGANIZATIONAL RELATIONSHIPS:</b>	
<b>Reports To:</b> M&E / Surveillance Specialist	<b>Direct Reports to:</b> Advisor HIV/AIDS (Common unit for management of the Global Fund HTM grant)
	<b>Indirect Reports to:</b> DNC HIV/AIDS NACP
<b>3) GENERAL JOB OBJECTIVE:</b>	
Overall monitoring & evaluation (M&E) and surveillance of HIV/AIDS Prevention & Treatment activities under the Global Fund grant	
<b>Expertise Requirements</b>	
<ol style="list-style-type: none"> <li>1. MBBS with post graduate qualification in public health (recognized by PMC)</li> <li>2. Minimum 08 year experience in health system management, planning, monitoring and evaluation</li> <li>3. Experience in communicable diseases projects.</li> <li>4. Knowledge of the development partners, M &amp; E guidelines and performance framework will be preferred</li> <li>5. Excellent Report writing and communication skills.</li> <li>6. Max Age 50 years.</li> </ol>	
<b>Scope of Work:</b>	
The Manager M&E/Surveillance will closely work with the National AIDS Control Program (NACP) and will carry out the following;	
<ol style="list-style-type: none"> <li>1. Facilitate Implementation of national M&amp;E plans in context of Global Fund Grant (NFM-III) consistent with the Pakistan AIDS Strategy</li> <li>2. Support development of NACP M&amp;E work plans</li> <li>3. Develop M&amp;E tools and checklists for different activities and provide technical support for development and implementation of M&amp;E plan for SRs, reporting lines, analysis, feedback and evaluation of SRs, Public Sector Health Managers /ART staff/CBOs staff on monthly and quarterly basis</li> <li>4. Support in performance evaluation and appraisal of all activities in context of GF grant</li> <li>5. Conduct monitoring / supervision &amp; evaluation of SRs activities in field, desk and operation levels</li> <li>6. Ensure the preparation of periodic progress updates to the Global Fund and LFA and the verification process</li> <li>7. Facilitate and support the collation and utilization of data for policy and strategy formulation /operational research and review on HIV/AIDS Prevention/Treatment related activities.</li> </ol>	

# Common Unit to Fight against AIDS, TB & Malaria



8. Maintain effective liaison and effective coordination with other SRs/SSRs and other program stakeholders on M&E issues targets achievement.
9. Represent the grant in the areas assigned by Adviser HIV and DNC HIV/AIDS, & M& E Specialist/NC by making presentations at the national and international forums
10. Organize and participate in preparation of TORs for both internal and external reviews, surveys including methodology preparation, sample selection and staff training if needed, and provide overall technical direction for the conduct of the surveys and evaluations for NACP, GFATM and other international partners and facilitating access to M&E data as required
11. Work closely with MIS team for development/ maintenance & upgradation/modification of NACP ART MIS of treatment & prevention
12. Any other task assigned by the supervisor and higher authorities

#### 4) WORK INTERACTIONS:

Within Division or Department	Purpose
<ul style="list-style-type: none"> <li>▪ M&amp;E section</li> <li>▪ Data section</li> <li>▪ MIS section</li> <li>▪ IT section</li> <li>▪ DHIS2 section</li> </ul>	<ul style="list-style-type: none"> <li>▪ PU compilation and submission to the Global Fund</li> <li>▪ Support to the program for technical report writing, analysis and dissemination of M&amp;E findings</li> <li>▪ Implementation of the DHIS-2 module</li> </ul>
Outside the Organization	Purpose
<ul style="list-style-type: none"> <li>▪ SRs</li> <li>▪ Technical partners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Guidance/ technical assistance</li> <li>▪ Information collection</li> <li>▪ Information sharing</li> <li>▪ Providing support in implementation of M&amp;E activities</li> </ul>