Monitoring and Evaluation Officer-Challenge TB
Democratic Republic of Congo (DRC)

Terms of Reference

Background:
Challenge TB, led by KNCV Tuberculosis Foundation (KNCV), is a USAID-funded 5-year global program to decrease TB mortality and morbidity in high burden countries. The program is implemented by a consortium of nine partners which besides KNCV comprises: the American Thoracic Society (ATS), Family Health International (FHI 360), Interactive Research & Development (IRD), Japanese Anti Tuberculosis Foundation (JATA), Management Sciences for Health (MSH), Program for Appropriate Technology in Health (PATH), The International Union Against Tuberculosis and Lung Disease (The Union), and the World Health Organization.

The overarching strategic objectives of Challenge TB are to improve access to quality patient-centered care for TB, TB/HIV, and MDR-TB services; to prevent transmission and disease progression; and to strengthen TB platforms. In the Democratic Republic of Congo (DRC), The Union will act as the technical lead for Challenge TB, responsible for overseeing the successful implementation of the project, and coordinating with the partners, at national and international level.

Reporting to the Director-Challenge TB, DRC Office

Main Responsibilities:

- Develop quarterly, semi-annual and annual reports of the Challenge TB project for submission to PMU and USAID.
- Support development of a national project recording and reporting support and supervision program in collaboration with the National Tuberculosis and Leprosy Program (NTLP) to ensure timely, complete and accurate project data recording, reporting, analysis and utilization in all project districts and provinces.
- Provide support to the development of NTLP assessment reports, including quarterly and annual reports.
- Ensure that TB control and TB/HIV project data are up to date and accurate through regular support and supervision of data collection, reporting, analysis and utilization in 7 CPLT and in the 54 zones of 3 provinces where the President’s Emergency Plan for AIDS Relief (PEPFAR) interventions are already implanted.
- Support training of staff in recording and reporting, in collaboration with the NTLP.
- Supervise the work of the junior Challenge TB project monitoring and evaluation officer.
- Monitor recording and reporting of Challenge TB, through post-training follow-up visits, supervision, and other technical support to provincial district level in collaboration with the NLTP and the junior monitoring and evaluation officer.
- Timely submit technical reports to the Director and the financial report to the Deputy Director following supportive supervision and training sessions;
- Perform, at the request of the Challenge TB Deputy Director and Director, other duties that may be required for successful management and implementation of Challenge TB.
Other Responsibilities:

- Assist in all activities that are directly or indirectly related to achievement of the objectives of Challenge TB.
- Participate in relevant meetings at various levels of health care and organized by the NTP, the MOH, NAP, Global Fund, The Union, Challenge TB, MSH and PEPFAR partners or USAID.
- Assist the Finance Officer in the follow-up for timely acquittals of financial advances to provinces and districts for approved activities.
- Willingness and ability to travel in all Challenge TB project areas in DRC and outside the country as necessary.

Qualifications:

- A master’s degree in a health-related field with qualifications in public health or a related discipline.
- Minimum 3 years’ professional experience managing large projects in complex settings in an international environment.
- Significant experience in program sustainability and capacity building, project monitoring and evaluation.
- Experience in project start-up required.
- Experience in or knowledge of TB Control.
- Experience working with USAID and/or PEPFAR-M&E systems preferred.
- Experience working with Global Fund an advantage.

Competencies and Skills:

- Ability to work independently, but willing to take direction and guidance from supervisor.
- Strong communication skills with ability to communicate within the organization and the partnership network.
- Excellent verbal and written skills in both English and French.
- Demonstrated intermediate computer skills in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.

What do we offer?

- A fixed-term contract for a year, with the intention to extend the contract.
- An informal work atmosphere in an international environment where initiative is appreciated.
- A highly-motivated team of experienced, self-driven colleagues.
- Remuneration dependent upon education and relevant working experience.

How to Apply:

Please send your CV and a cover letter in English, including your remuneration expectations and three professional references to hr@theunion.org. Preference will be given to applicants with proven working experience working in the DRC.

Closing Date: Friday, 10 April 2015. Only shortlisted candidates will be contacted.