JOB DESCRIPTION OF M&E OFFICER

Summary:

Emmanuel Hospital Association (EHA) is the recipient of the Aids Fonds Grant for the project, '*Improving Testing Services for People Most at Risk for HIV and Linking to ART Services*'. The project will be implemented in 8 Central Jails located at 8 districts in the Northern State of Punjab for prison intervention to prevent HIV infection among most at risk prison inmates and provide linkage to care and treatment services. The main objectives and outcomes of the project are as follows:

OBJECTIVES:

1. To advocate with prison authorities and other stakeholders for setting up prison intervention model.
2. To facilitate community mobilisation activities for building up community ownership of the program
3. To reach out to most at risk populations among prison inmates for HIV testing and linkages with ART
4. To provide ART services to all inmates most at risk tested positive for HIV
5. To facilitate viral load monitoring for tracking treatment compliance/adherence
6. To scale up prison intervention in other sites
7. To facilitating research activities and integrate findings for enhancing prison intervention program
8. To disseminate the results and lessons learned from prison intervention programme

OUTCOMES:

- 90% of inmates most at risk tested for HIV
- 90% of those inmates tested positive have access to ART services.
- 90% of those inmates tested and accessing ART services have suppressed viral load as a result of compliance to treatment

Job Purpose:

Lead in monitoring and evaluation related activities for strategic planning and documentation of the project progress.

Key Responsibilities:

1. **Project data management**
   - Ensure M&E indicators for the project are uniformly communicated to all project staff including concerned prison and TI officers/staff.
   - Assist in developing data collection tools and formats that are closely aligned to existing government formats (at ICTC/ART centres).
   - Verify all the MIS related documents submitted by PIP staff and make it audit ready.
   - Ensure line listing of all the HRG inmates who are on ART to help supplement research study on treatment adherence.
   - Ensure correct data is captured at the state level and that monthly reports are received on time from all the implementation sites.
   - Assist in conducting research as and when needed.
   - Compile M&E data and prepare monthly report for submission to PMU and key stakeholders (SACS M&E Officer/Prison Warden/etc).
   - Coordinate, follow up and feedback with ICTC/ART/CD4 laboratory for data management (verification, safe storing and analysis of project related data).
   - Develop data sharing protocol in consultation with Aids Fonds Officer, SACS and Prison authorities.
   - Provide training to the state team on M&E especially to Counsellor, Peer Leaders and Peer Educators on indicators and data collection.
   - Provide monthly assessment of project activities to State Program Coordinator.
   - Assist the State Program Coordinator in other activities as and when required.

Person Specification:
Required experience/skills/qualities:
   - Bachelor's/Master's degree in social sciences, health or development field (or equivalent)
   - At least 3 to 5 years of relevant project M&E experience in the health or development sectors.
   - At least 2 years' experience of working in HIV related prevention, care and support program among high risk groups, will be preferred

- Demonstrated knowledge and understanding of development issues and HIV epidemic(s) in India, particularly in relation to high risk groups
- Excellent analytical, writing and verbal communication skills
- Excellent skills in using MS office
- Experience of working with multiple stakeholders in civil society and grass root level government health department
- Experience of providing technical support to especially those working at the community or grass root level
- Strong commitment to HIV and AIDS programme
- Fluent in English and any other regional languages

Travel Requirement:
The M&E Officer will be required to undertake frequent travel or as and when required.