

UGANDA COUNTRY COORDINATING, MECHANISM (CCM) SECRETARIAT

OVERSIGHT OFFICER – UGANDA CCM

1. JOB SUMMARY

Job Description	UCCM-JD03
Job Title	Oversight Officer Uganda Country Coordinating Mechanism (CCM)
Duration of Contract	3 years renewable based on satisfactory performance and availability of Global Fund support and in-country co-financing of CCM operations. <u>Probation period:</u> 3 Months.
Duty Station	Kampala, Uganda
Reports to	CCM Secretariat Coordinator/ Executive Secretary
Responsible for	The CCM and Global Fund grants' Programme Oversight, Monitoring and Evaluation activities; and supervision of assigned staff (Technical Assistants, Interns, Volunteers and Consultants).
Working Relationships	a) CCM Board members b) Ex-Officio member of the CCM Board as part of the CCM Secretariat Team c) Secretary (Ex-officio) to the CCM Programme Oversight Committee meetings. d) Members of the CCM Secretariat Management Team (SMT)

2. MAIN RESULT AREAS AND RESPONSIBILITIES

The Oversight Officer will support the CCM Oversight Committees and work in coordination with the Country Team, Principal Recipients (PRs), Ministry of Health Programme Managers, CCM Secretariat Team and other relevant stakeholders to carry out the following tasks:

Functional Area 1: Support the CCM and Operational Structures

- a) Lead the implementation of the CCM Evolution reforms in the different thematic areas; Oversight, Engagement, Positioning and CCM Operations
- b) Respond to the oversight needs of the CCM and for ensuring that all Oversight Committee members are knowledgeable about Global Fund strategic and technical oversight directions and guidelines.
- c) Prepare and document the Terms of Reference (ToRs) and Memorandum of Understanding (MoU) between the CCM/oversight committee and all other relevant technical working groups and coordination mechanisms, ensuring all necessary and appropriate linkages.
- d) Work with the TA PD&RM to ensure that all relevant aspects of the Global Fund grants funding request/application development processes - national strategic plan, gap analysis, request/application for funding design stages through the final signature of Global Fund grants by principal recipients (PRs)

- e) Ensure that all funding application processes are led and informed by appropriate “in-country review and dialogue” through timely access to relevant data and analysis for strategic decision-making.
- f) Provide technical assistance and capacity building to Principal Recipients (PRs) and Sub-Recipients (SRs) in preparation and presentation of oversight reports (based on PUDRs, Grant Dashboards, and other reporting tools).
- g) Provide support to the CCM Secretariat Coordinator/Executive Secretary to provide orientation and training of new CCM members in Oversight or refresher training to CCM members.
- h) To carry out additional tasks under this functional area as may be requested by the CCM Secretariat Coordinator /Executive Secretary

Functional Area 2: CCM Secretariat Functioning, Coordination and Technical Assistance (25%)

- a) Contribute to development and implementation of the CCM strategic plan and oversight plans, annual work plans, governance and operational manuals.
- b) Develop and maintain functional work plan tracking tools and measures for the CCM
- c) Organise Programme Oversight Committee Meetings as per the TORs and approved CCM annual Work-plan
- d) Support the CCM Secretariat in the organization and management of all meetings of the Uganda CCM, its Standing and Ad hoc Committees and any other Uganda CCM activity.
- e) Follow-up on and keep track of the implementation of the recommendations, actions and decisions from the CCM Committees’ and Board Meetings
- f) Lead the development and production of the CCM Annual Reports.
- g) Prepare periodic reports and minutes of the CCM Programme Oversight Committee (POC) and other CCM meetings as delegated
- h) Document best practices and lessons learned from the Uganda CCM activities and disseminate to relevant stakeholders.
- i) Identify potential technical needs of the CCM Programme Oversight Committee and facilitate mobilization of a pool of in-country technical experts who would provide technical support to the Committee when required; including implementation of the CCM Oversight Plan.

Functional Area 3: Oversight of Global Fund Grants Implementation (40%)

(a) Enhance Efficiency through oversight of Global Fund grants

- a) Update the existing oversight plan to include elements such as Risk Assurance, Resilient & Sustainable Systems for Health (RSSH), In-country Review and dialogue, co-financing, procurement and supply chain management, funds absorption and quality and efficiency of service delivery.
- b) Lead the development of the dashboard as a key oversight reporting tool and oversee its implementation as the CCM Secretariat’s dashboard manager.
- c) Develop procedures and templates for issue-driven site visits, facilitate Joint site visits. To the extent possible, leverage on other in-country field visits or provide opportunities for joint visits with other development partners and the Ministry of Health (MoH) to enhance efficiencies.
- d) Actively monitor and manage risks, by ensuring that they are adequately anticipated and mitigated.
- e) Ensure that the CCM Oversight Committees holds and maintains data-driven dialogue for grant performance purposes
- f) Ensure that appropriate linkages with other national health coordinating bodies in the country are maintained.
- g) Work with the PRs and CCM Oversight Committees to operationalize and constantly update the grant management, oversight and monitoring databases and dashboards

- h) Coordinate and monitor the implementation of the Global Fund grants supported programs, in liaison with Principal Recipients (PRs); and ensure periodic sharing of information and reporting on grant performance to the Uganda CCM, the Global Fund and various stakeholders.

b) Provide Technical Assistance and Capacity Building to Principal Recipients (PRs) and Sub-Recipients (SRs) of the Global Fund Grants, in the Preparation and Presentation of Oversight Reports:

- a) Work with PRs to ensure timely submission of quality reports (10 days prior to the POC Meeting), Performance Update & Disbursement Request (PUDR) reporting and submission to the Global Fund, for performance based decisions on preceding disbursements
- b) Ensure that Terms of Reference (TORs) for the CCM Oversight Committees are up-to-date and that the CCM Oversight Committee members are briefed/oriented on their responsibilities.
- c) Review PRs' oversight and grant performance monitoring tool reports (dashboards) for completeness and validity.
- d) Ensure timely dissemination of the fully signed grant agreements and implementation plans, programme annual reports, and any oversight tool reports to the Oversight Committee and CCM Members.

Functional Area 4: Lead Analytical Data-Driven Discussions and Decisions

- a) Organise In Country Review and Dialogue meetings on coverage for each of the HIV, TB and Malaria disease programmes, for purposes of enhancing efficiencies through alignment and harmonization.
- b) Ensure that all key processes (funding request/application development process, programme revisions, etc.) are driven by socio-epidemiological data in the country, drawn from in-country discussions and dialogues.
- c) Ensure that credible and verifiable data from community monitoring system(s) is incorporated in the oversight assessments and reports, and inform decisions accordingly.

Functional Area 5: Support the Strengthening of CCM Linkages to Other National Health Coordinating Bodies; and Engagement with Civil Society Networks and Other Stakeholders

- a) Map out national health coordinating bodies in the country
- b) Prepare reports on the Global Fund programmes for presentation during national programme review forums.
- c) Coordinate joint programme reviews in collaboration with other Partners.
- d) Sensitize civil society constituencies on their role in engaging with/in an evolving CCM.
- e) Develop a mechanism for civil society representatives to engage with community based entities and provide feedback to the CCM.
- f) Orient the civil society constituencies and networks to participate in community led mechanism for monitoring service delivery and providing feedback to CCM representatives.

PERSON SPECIFICATION – CCM TECHNICAL ADVISOR, PROGRAMME OVERSIGHT M&E

3. KEY ACADEMIC QUALIFICATIONS, TRAINING AND EXPERIENCE

- (a) An Honors Bachelor's Degree in Social Sciences, Statistics, Economics, Health, Promotion/Management/Economics, Public Health, Epidemiology, Biostatistics, Medicine, or any other related/relevant field from a recognized university.
- (b) A Master's Degree qualification in Monitoring and Evaluation or any other related field
- (c) A Post Graduate Diploma in Monitoring & Evaluation, Project Planning & Management is an added advantage

- (d) Minimum 8 general experience in program management with reputable international development agencies; and national coordination, oversight or implementing agencies/ organizations.
- (e) At least 5 years of relevant experience in Programme Oversight, Management and/or Monitoring & Evaluation (M&E) of projects and programs in the social or health sectors within Government, NGO or international agencies.
- (f) Experience of working with multi-donor projects in HIV/AIDS, Tuberculosis (TB) and Malaria in Uganda is an added advantage.
- (g) Practical knowledge and experience in the use of Dashboard monitoring and reporting tools as well as advanced statistical methods and tools.
- (h) Proficiency in Microsoft Office applications, digital media and web-based analytical tools.

4. CORE COMPETENCES AND SKILLS

- (a) Good data analysis, report writing and and presentation skills are essential
- (b) Monitoring & Evaluation experience, competencies and skills with the ability to apply health indicator data analysis techniques is desirable.
- (c) Excellent programme planning, oversight and management skills.
- (d) Experience with work plan and budget development
- (e) Ability to work and communicate effectively with a diverse range of stakeholders.
- (f) Strong inter-personal skills and proven ability to engage and interact with high-level officials from the Government, Civil Society, Development Partners/Donors and the Private Sector.
- (g) Strong report writing, presentation and communication skills
- (h) Ability to efficiently handle/manage multiple tasks simultaneously, set priorities and work in a winning team
- (i) Ability to work in a fast-paced and deadline & output- oriented environment
- (j) Funding/project proposal writing and development skills
- (k) Good organizational and exceptional problem-solving abilities.
- (l) Exemplary team player
- (m) Ability to interact and communicate with all levels of national Government, NGO, Donor, Private and Development Sectors
- (n) Ability to take initiative and work proactively with minimal supervision