

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

I. HIS Program Management (65%)

The incumbent serves as the USG/PEPFAR lead for documentation of in-country HIS systems. S/he analyzes existing in-country HIS and recommends, both orally and in writing, priority strengthening initiatives to the SI Branch Chief, head of USAID/PEPFAR, the larger USG team, multi-stakeholder technical working groups, and the MSLS. These efforts are designed to support strategic planning by USG/PEPFAR and to improve the country's health delivery systems, health information systems, and evaluation methodology for the national program evaluation plan and activities.

In close coordination with USG SI colleagues, technical leads and program managers for prevention, care, treatment and other PEPFAR-funded programs, the incumbent collaborates with HIV/AIDS implementing partners in the design, development, implementation and strengthening of a strategy for national ownership of information systems and software to improve data storage, use and flow from patient-level facility-based systems to the sub-national to the national level of the host country. S/he ensures the presence of adequate administrative controls, information and data quality, procedural efficiencies and adherence to internationally recognized information system standards. The incumbent pays particular attention to the development and integration of appropriate HIS sub-systems, such as logistics management (including planning, procurement and distribution), and supports the establishment of standards-based HIS framework/architecture with interoperable data collection and reporting systems that are flexible and sustainable (including technology platforms).

The incumbent oversees HIS project activities from start-up to maturity. This involves making regular site visits and working closely with designated program managers in each partner organization as well as USG/PEPFAR technical leads for prevention, care, and treatment programs. During site visits, the incumbent reviews progress and monitors the process (including resource allocation), outcome and impact of HIV/AIDS-related HIS, identifies implementation achievements as well as challenges, and initiates appropriate actions in consultation with MSLS, implementing partners, and his/her supervisor. S/he recommends to PEPFAR technical leads, agency, and USG/PEPFAR leadership shifts in HIS program focus based on his/her assessment.

The incumbent provides technical advice, briefings, and on-the-job training to MSLS, other governmental and non-governmental organizations, and implementing partners to achieve improved systems selection, use, and interoperability. Takes responsibility for oversight, design, and implementation of a series of practical training courses for various target audiences on using HIS; assessing, monitoring and improving data quality; using M&E data for program improvement; and developing clear, concise and effective reports that respond to the needs of managers and decision-makers. This is a multi-level effort that includes strengthening site-level hospital and health center data management by intensifying efforts to fully document information for pre-ART (antiretroviral) and ART patients.

The incumbent will also assist with additional training and orientation on data entry, data cleaning, and data analysis techniques for appropriate facility staff. These on-the-job training opportunities are provided to facility health care workers, physicians, laboratory technicians, and nurses, as well as implementing partner IT/HIS staff and managers.

The incumbent adapts HIS activities and strategy to support partnership framework (PF) goals, including sustainability and efficiency. This includes building and strengthening institutional relationships to enhance PEPFAR HIS investments. The incumbent remains current in the principles and practices of health informatics and information technology and shares this updated technical information with implementing partners.

The incumbent responds to requests for specialist advice and assistance in the area of HIS policy, strategic planning, development and implementation, and monitoring and evaluation from NGOs, health care organizations, and medical professionals involved in HIV/AIDS projects. In this advisory role, s/he helps other organizations engaged in HIV/AIDS and health system strengthening programs to adopt appropriate HIS standards and adhere to normative guidelines for their program activities.

The incumbent provides technical language and direction for funding opportunity announcements that result in memoranda of agreement, grants, contracts and/or cooperative agreements relating to HIS services, ensuring consistency with PEPFAR policies and host country policies and regulations. S/he works with the agency procurement, grants and/or contracts office, as well as partner representatives, to ensure that current HIS standards are included in signed grants, contracts or cooperative agreements and gives technical advice and direction to grantees, program collaborators, and host government partners in the development of work plans for implementation of activities following grants/contracts/cooperative agreement awards.

Finally, the incumbent contributes HIS-related technical content for the development of Scopes of Work, Funding Opportunity Announcements, Requests for Application, or Annual Program Statements and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once a grant/cooperative agreement/contract is in place, s/he oversees HIS-related performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

Specifically, the HIS Advisor, will:

- a. Develop/adapt a strategy for Health Information System for PEPFAR in line with the national HIS strategy of the government of Cote d'Ivoire
- b. Analyse PEPFAR programme data for informed planning and decision making
- c. Improve information sharing and information use for all PEPFAR partners
- d. Contribute to the capacity building of MSLS in the area of HMIS
- e. Conduct assessments of information needs of PEPFAR partners
- f. Participate in and support the HMIS working group
- g. Maintain a comprehensive database and web-based information management platform for PEPFAR partners quarterly reporting and other information needs.

II. Administrative Management (15%)

Working closely with the supervisor and SI colleagues, the incumbent prepares regular and ad hoc written progress reports on PEPFAR SI/HIS partner activities. Readers of these reports include agency and post management, other agency PEPFAR officials, and U.S. headquarters offices, and excerpts of such reports can ultimately be used in reporting to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually. The incumbent makes oral presentations to agency and other embassy officials on the progress of HIS program activities.

The incumbent maintains files and records specific to the HIS activities/programs for which s/he is responsible. S/he is responsible for data integrity, confidentiality, and security of information in the reporting databases that does or may relate to HIV status (particularly when linked to personal identifiers). Other program files for which the incumbent is responsible include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically for recordkeeping purposes.

The incumbent will be required to occasionally take a lead role in carrying out minor projects such as impromptu data collection efforts requested by agency headquarters or from the Office of the Global Health Coordinator (OGAC). S/he may also be responsible for scheduling and/or managing site visits for official visitors to Côte d'Ivoire.

The incumbent provides oversight and monitoring of the budgets allocated to implementing partners for SI/HIS activities. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, developing quarterly pipeline reviews/budget status reports, investigating irregular findings, and providing advice for realignment of budgets and accruals.

S/he monitors and reviews the results achieved by HIS-specific implementing partners.

III. Interagency Coordination (15%)

Due to the highly integrated nature of HIS into all PEPFAR programmatic decision-making, the incumbent plays an active leadership role in PEPFAR inter-agency groups and task forces that provide technical, programmatic and budgetary guidance to partners, organize partner conferences and workshops, and respond to Office of the Global AIDS Coordinator and/or agency headquarters requests and tasks.

S/he represents PEPFAR Cote d'Ivoire at other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, PEPFAR country team, and officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties.

The incumbent represents the agency and PEPFAR CI in discussing and developing financial commitment

targets for SI/HIS programs at administrative and strategic planning meetings. These meetings will generally include all USG PEPFAR implementing agencies represented at post (Departments of State, Defense, and Health (including Centers for Disease Control and Prevention and National Institutes of Health), and USAID). The purpose of such meetings is to coordinate USG efforts to target most urgent HIS needs and to avoid overlap of HIS support.

On behalf of the chief of section, the incumbent may participate with other PEPFAR professionals on in-country committees on HIS issues. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency of standardization and to promote implementation of HIS best practices on a national level. Based on information received in the national committees, job holder may recommend revisions to the agency-level and PEPFAR team program policies and guidelines. In order to achieve interoperability, SI teams follow international standards and guidelines produced by WHO, UNAIDS, International Standards Organization (ISO), International Telecommunications Union (ITU), UNICEF, and others, in the design of PEPFAR HIS architecture and content.

Other duties as assigned. (5%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

h. Education:

Master's degree (or host country equivalent) in one of the following disciplines is required: Informatics, Information Science, Health Information Management, Computer Science; Computer Engineering, or Information Systems.

i. Prior Work Experience:

j. At least five years of experience in designing, developing, implementing, testing, documenting and maintaining information systems is required.

k. Two additional years of experience as an information technology (IT) Project Manager is required.

l. Practical experience in the development and use of database systems and other information management tools and mechanisms.

m. Theoretical and practical knowledge of database development as well as experience in developing and maintaining databases and information systems

n. Experience in training individuals in use and maintenance of information systems, including analysis and use of the data they contain, is highly desirable.

o. Experience in needs assessments, user requirements analysis, and development of software specifications

p. Experience in project management and coordination

q. Strong knowledge of information management tools and mechanisms is desirable

r. Knowledge of GIS is desirable

s. Experience in web mapping is desirable

t. Experience in monitoring and evaluation is desirable

u. Working experience in the public health field is a plus.

v. Post Entry Training:

Ongoing professional certification seminars focusing on changes in health informatics, program evaluation strategies and qualitative methods. PEPFAR and agency-specific training in approaches to program design, implementation, management, and reporting

w. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*

Level IV (fluency – speaking/reading/writing) in English and Level III (general professional proficiency – speaking/reading/writing) in French are required

x. Job Knowledge:

The incumbent must possess an extensive knowledge of software development, software life-cycle methodology, project management, and information technologies. Good working knowledge of team management techniques to plan, organize, and direct multi-disciplinary project teams and activities is required. Good knowledge of health delivery information systems, health information technology and applications, HIV/AIDS prevention, care and treatment activities, the structure and functions of PEPFAR, and the host government health care system and structures is a plus.

y. Skills and Abilities:

Practical experience in software development and programming using database systems (MySQL, SQL Server, Oracle, Postgres, MS Access or any RDBMS platform), programming languages (Java, Visual Basic, PHP, HTML, etc.), and operating systems (Windows, Linux, MacOS).

Ability to understand current information and communication technologies, mobile and wireless technologies, the concept of stand-alone and Web-based architecture, the concepts of OpenSource standards and norms, the methodologies of software development, and the public health environment. Ability to manage a software development project, from needs analysis and requirements gathering to the maintenance phase. Ability to have a long-term vision, to develop strategies, to anticipate issues, and to develop alternative plans.

Strong oral communications skills are required to develop and maintain effective, sustainable working relationships with ministry, national and international working partners. Good writing skills are required to provide regular progress reports on various HIS activities. Good leadership skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. The incumbent will be expected to exercise tact and diplomacy in applying PEPFAR guidelines to unique and different public health settings, as the programs are highly complex and can be threatening to stakeholders. Highly developed persuasive skills, ingenuity and innovation are required. Keyboarding skills that include both speed and accuracy are required. Intermediate user level of word processing, spreadsheets (advanced functions) and databases is required. A developed facility for manipulating numbers is required

16. POSITION ELEMENTS

z. Supervision Received:

Directly supervised by the head of the SI branch. As an expert in the field of HIS, the incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through required written reports and oral progress reports.

aa. Supervision Exercised:

Position has no direct supervisory responsibilities, but as the senior HIS technical expert provides work guidance to one employee (an HIS officer) and has a results-oriented working relationship with implementing/cooperating partners, contractor officials, and/or host country employees.

bb. Available Guidelines:

Country Operational Plan (COP), general PEPFAR and HIS Technical Working Group strategic objectives and operating provisions, U.S. Government (including agency and PEPFAR) and Ministry of Health and AIDS rules, regulations, policies and technical papers issued both in writing and orally. International standards and guidelines produced by WHO, UNAIDS, International Standards Organization (ISO), International Telecommunications Union (ITU), UNICEF, among others, in the design of PEPFAR HIS architecture and content.

cc. Exercise of Judgment:

Incumbent is expected to give feedback to partners for quality improvement of health management information systems and to develop strategies for eliciting cooperation and commitment on program evaluation activities from the FMOH, NGOs, and senior level staff of other agencies that are involved in providing HIV/AIDS related services and activities.

dd. Authority to Make Commitments:

Position has no authority to make financial commitments; however, in the course of program management responsibilities, position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency and/or agency headquarters grants, contracts and cooperative agreements office. Job holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

ee. Nature, Level, and Purpose of Contacts:

HIS is a cross-cutting program; job holder has frequent mid- and high-level contact with other agency and PEPFAR for purposes of making sure that all PEPFAR-funded programs obtain the necessary technical assistance in informatics. Job holder works closely with other PEPFAR technical colleagues for purposes of providing updates on progress of HIS activities and assists in the planning of future resource needs and activities. External contacts are with mid- and senior program managers in the Ministry of Health and AIDS and related government agencies, non-governmental organizations, donors, and other program collaborators. The purpose of these contacts is to stimulate and support the national ownership of HIV/AIDS prevention and care programs through HIS strengthening, develop collaborations, provide consultations and build evaluation capacity for the programs. Contacts also include laboratory technicians, hospital clinicians, and nurses for purposes of informational briefings, overall capacity building and program monitoring.

ff. Time Expected to Reach Full Performance Level:

One year