**JOB DESCRIPTION for Community Monitor**

|  |  |
| --- | --- |
| Job title: | Community Monitor |
| Project: | Community-Led Monitoring-Iraka ly’abantu |
| Reports to: | Regional Coordinator |
| Physical location: | District Based  (Kagadi, Kibaale, Kakumiro, Buliisa, Kampala, Wakiso, Kalangala, Lyantonde, Kalungu, Gomba, Butambala  Bugweri, Kaliro, Butebo, Kapchorwa, Kween, Bukwo, Kitgum, Pader, Oyam, Kole, Kwania, Apac, Kazo, Rukungiri, Kanungu, Kisoro, Kumi, Katakwi, Kapelebyong, Kaberamaido, Kalaki) |
| Positions to be filled | 32 |
| Duration: | 9 Months with possibility of renewal |
| Working hours: | Full time |
| Main Purpose of the Job | Community led clinic monitoring is a system of community-developed and community-owned data collection and monitoring at the site of service delivery that leads to the implementation of solutions to respond to the evidence that communities have collected. Community Monitors will be responsible for monitoring several primary healthcare facilities in an area in order to assess the state of HIV and TB service delivery provided. Community Monitors will collect consistent, robust and rigorous qualitative and quantitative site level data that include observational data and the perspectives of both healthcare users (including PLHIV and people with TB) as well as healthcare providers. Using the data collected, Community Monitors will engage with primary healthcare facility staff, implementing partners, clinic committees and other key stakeholders in order to advocate for improved service delivery and track progress towards this. Community Monitors will keep a meticulous record of all data collected and community level engagements to ensure a transparency and accountability. |
| Key Responsibilities | **Key Result Area** 1: Quarterly facility and community data collection   * Carry out routine clinic monitoring using agreed upon facility-based tools * Carry out community monitoring using agreed upon facility-based tools * Upload all data & documentation collected using appropriate and or recommended software * Use data collected for facility level engagement & advocacy * Carry out verification of results at peer sites when requested * Map out stakeholders and Advocacy opportunities or platforms in the district   **Key Result Area** 2: Use CLM data to engage facility leadership and other stakeholders (HUMCs)   * Conduct feedback meetings at different levels with the relevant stakeholders * Triangulate Community perceptions through observation and verification using other data sources including facility-based records * Ensure engagement with target populations including PLHIV, people with TB, KPs, youth, AGYW, and men, in order to uncover issues affecting HIV and TB service delivery; * Strengthen the capacity of local PLHIV Sector structures to create demand and to engage in local advocacy and community engagement activities * Develop strong relationships with community members, local partners, and other community and traditional stakeholders in the area   **Key Result Area** **3:** Monitor implementation of key action points in order to assess if service quality improves; Where issues remain unresolved, escalate to regional coordinator for further advocacy;   * Regular meetings held with facility staff, and clinic committees in order to discuss the quality-of-service provision at facility level as determined by the data collection; * Reports on facility level activities provided to district regional coordinator on a monthly basis; * Engagement with other partners and stakeholders to strengthen local advocacy and influence changes at a community level; * Address any challenges that need immediate resolution on the same day at the site to ensure that patients are able to access the services they need   **Key Result Area** 4: Documentation of best practices, success stories, and lessons learnt   * Collect individual stories where specific issues arise   **Key Result Area** 5: Finance, admin and M&E   * Ensure that financial and administrative procedures are adhered to properly in line with organisational requirements; * Provide timely reports as required by the regional and national project team; * Other related tasks, as required. |
| Core Competencies and Experience | **Education:** Minimum Advanced Certificate of Education. Other certificates, diplomas and degrees will be an added advantage. |
| **Experience, Skills and competencies**   * Knowledge of the diversity of PLHIV and KPs; * Must have basic knowledge in computer applications such as Ms Word,Excell and Zoom * Appreciation and substantial knowledge in community engagement, human rights, gender consideration and programming are required; * At least 2 years’ experience and involvement in HIV/TB and Key populations programs * Experience in community data collection (is of added advantage); * Demonstrable experience in organising, advocacy and/or mobilisation at a community level; * Comfortable working with or willingness to learn to use new technologies and software; * Self-motivated and able to work without direct supervision * Good written and verbal communication skills in at least one local language and English (is desirable); * Able & willing to travel frequently within the region and at times across the country; * Fluency in the local language in a region will be an added advantage |
| **Required Attributes**  Flexible and open to changing work priorities; self-driven and proactive; Results-Oriented; High integrity; Analytical skills; Optimistic and Innovative. |
| **Application Procedure**   * All interested applicants must submit their applications including -Curriculum vita, cover letter and attach the relevant academic documents via the email: [hr@icwea.org](mailto:hr@icwea.org) OR hand deliver to the address below;   ***International Community of Women Living with HIV Eastern Africa (ICWEA)***  ***P.O.Box 32252, Kampala, Uganda***  ***Plot 1106, Ssenge - Kawanda Road, Off Kayunga***  ***Kampala - Hoima Road***   * All applications must be addressed to the Executive Director-International Community of Women Living with HIV Eastern Africa. * Applicants must submit a reference letter from organizations of People living with HIV, KPs in all their diversity, Women living with HIV, people with disability and living with HIV, and young people living with HIV that they are affiliated to or are a member. * People living with HIV in all their diversity, Key Populations in all their diversity, Women living with HIV, people with disability and living with HIV, and young people living with HIV who meet the required skills and experience are encouraged to apply and will be given first priority. * Applicants must originate from the said districts above. |
|  | **Application Deadline**  Interested candidates are required to submit their applications not later than **Friday 28th January** by 5:00 pm. |