

## **JOB OPPORTUNITY**

**Position : Site Coordinator**

### **A. BACKGROUND**

Cameroon has among the highest burden of HIV in West and Central Africa (4.3% among average risk reproductive age adults – DHS 2011). High HIV prevalence is associated with high-risk sexual behaviors such as inconsistent use of condoms and lubricants and a high rate of sexually transmitted infections (STI). Stigma and discrimination have further marginalized key populations limiting their access to life-saving services such as anti-retroviral therapy (ART) and reducing the country's ability to control the HIV epidemic.

The national response is led by the National AIDS Control Committee (NACC), which coordinates implementation of the National HIV/AIDS Strategic Plan 2011- 2015. This policy aims to reduce HIV and STI-related morbidity and mortality and alleviate its socioeconomic impact on the development of Cameroon. Among strategic approaches, the plan stresses improved access to prevention, care and treatment for key populations.

U.S. Government (USG) commitment for the response is articulated in the 2012 "PEPFAR Blueprint: Creating an AIDS-Free Generation". Among various USG agencies supporting the response, the United States Agency for International Development (USAID) focuses on combating the spread of HIV/AIDS through five key activities: HIV prevention in Most-At-Risk Populations (MARP) or key affected populations; care and support to children affected by AIDS; strengthening the national pharmaceutical management system; technical assistance to programs funded by the Global Fund; and operational research in the area of HIV prevention.

The USAID-funded *Continuum of Prevention, Care, and Treatment (CoPCT) for HIV/AIDS with Most-at-risk Populations* (CHAMP-Cameroon) is a five-year program with a total estimated cost of \$18.8 million. Initiated in April 2014, CHAMP has the following objectives: (1) technical competence of partners in key populations program design and management using the CoPCT increased, (2) enabling environment for key populations HIV/AIDS programming strengthened, and (3) quality assurance/quality improvement, and monitoring and evaluation systems in the CoPCT strengthened. These efforts will expand service coverage in four focus regions and generate data for evidence-based programming. The program will employ a continuum of care approach, linking clients with community-and facility-based interventions. It will also strengthen the policy environment to support client-friendly services and appropriate social protection and advocacy.

CARE USA through CARE-Cameroon serves as the prime for this cooperative agreement in partnership with Johns Hopkins University (JHU) and Global Viral (GV). Together, the consortium is collaborating with the NACC, the Ministry of Health (MOH), community-based organizations (CBOs) and other stakeholders (UNAIDS, the Global Fund, the World Bank) to build the capacity of the national, regional and community response.

## **B. POSITION LOCATION**

The **Site Coordinator** will be a member of the CHAMP team based at the CHP Cameroon office Yaoundé, Douala. The Incumbent will report to the Field Operations manager.

## **C. BASIC FUNCTIONS**

Under the supervision of the Field Operations Manager, the site coordinator is in charge of:

### **❖ Coordination**

- Ensures the roll out and implementation of various program interventions/strategies across the different program areas such as prevention, care, treatment, monitoring and evaluation
- Assists in and guide implementing partners (IP) monthly planning meetings and validates the monthly action plans
- In collaboration with the care and treatment team, organizes monthly coordination meetings between DICs and partner health facilities
- Participates in Implementing Partners' weekly debriefing meetings
- Ensures that prevention and HCT materials and all related supplies/commodities are timely supplied to DICs
- Ensures the tracking of all commodities put at the disposal of CBOs to be distributed to clients
- Assists and follows-up CBO partners in implementation of their action plans
- Participates in program design meetings, which include planning, implementation, monitoring and evaluation
- Participates in making arrangements for all visits at community or DIC levels.
- Participates in the planning and implementation of all events at CHAMP sites, including the logistics for trainings, meetings, visits etc
- Informs the Project Manager of any attempted fraud, fraud, corruption or misuse of resources from implementing partners

## CHAMP HIV/AIDS Site Coordinator- Position Description

### ❖ Coaching and Technical Support

- Provides supportive supervision of planned activities and takes corrective measures
- Participates in the identification of gaps and proposes training themes for strengthening the technical and organizational capacities of IP

### ❖ Monitoring

- Contributes to the capitalization of results and good practices of the project.
- Assists in the monitoring of quality services by making sure all services are offered based on established Standard Operating Procedures and service delivery tools

### ❖ QA/QI

- Contributes to the capacity assessment of IP and follow-up on the capacity development plans
- Provides coaching and support towards the improvement of services based on various quality assessment visits such as: QA/QI, SIMS, External Evaluators
- Contributes to non-stigmatizing service provision through regular visits, on-site supervision and feedback from clients;

### ❖ Reporting

- In collaboration with M&E and finance team, ensures the respect of technical and financial deadlines for reports submission by IP
- Provides regular feedback to CBOs on their technical performance and follow recommendations

### ❖ Financial

- Validates all proposed activity budgets by IPs
- In collaboration with M&E officers at CBOs, ensures that all expenses made match technical reports

## D. DESIRED MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree or Associates Degree with field experience required.
- **Experience:** Minimum two (2) years of professional experience in the position of site Coordinator in local NGOs. Have skills in the use of Microsoft Office software (Word, Excel, Power point etc.).
- **Language Proficiency:** Written and oral fluency in French language is required. Additional fluency in written and oral English is preferred.

## CHAMP HIV/AIDS Site Coordinator- Position Description

- **Knowledge:** Understanding of rules and regulations related to USAID project funding, sub-contracting and reporting requirements desired.
- **Skills and abilities:** Strong interpersonal skills, including the ability to work effectively as part of a team. S/he must have strong time-management skills in order to prioritize and manage numerous activities concurrently.

### E. POSITION ELEMENTS

1. **Supervision received:** The *Site Coordinator* works under the general supervision of the Field Operation Manager. The latter and the incumbent will review roles and responsibilities together, set goals, objectives, expectations and results to be achieved. The incumbent will be expected to seek advice and assistance as required.
2. **Exercise of judgment:** Good judgment is required to analyze, interpret, and adapt prior experience, particularly as guidelines are updated and new activities developed. Within a range determined by the incumbent and superiors, the incumbent exercises independent judgment in planning and follow-up of actions and assignments. The incumbent works with some level of independence.
3. **Nature, level, and purpose of contacts:** The incumbent will be expected to dialogue with a wide variety of CBO Staff.

### F. SALARY AND BENEFITS

As per CHP compensation package.

If you are interested in pursuing this opportunity please submit a resume, a cover letter, CV, copy of certificate/diploma and a list of at least three (3) professional references **NO LATER THAN 28/04/ 2022** to [chp@carehealthprogram.org](mailto:chp@carehealthprogram.org). with "Position Title" in the subject line or bring it physically to our CHP Office located behind the Center regional taxation office at Omnisport.