

# JOB DESCRIPTION

<b>Job Title: Community Led Monitoring (CLM) Officer</b>			
<b>Department:</b>	Monitoring, Evaluation and Learning	<b>Reports to:</b>	Monitoring and Evaluation Officer
<b>Indirect Reportees:</b> Volunteers and Interns			
<p>The Community Led Monitoring (CLM) Officer, will work under under Global Fund supported project titled “Supporting Uganda’s HIV and TB Reduction Strategic Plans” (UGA-C-TASO). The Officer will be responsible for empowering communities through facilitating meaningful engagements between the district leadership, community members and Community Based Organisations (CBOs) at district level. They facilitate training and dialogues and/ or barazas to foster social accountability for improved service delivery on HIV/TB and malaria epidemic across the project location. They are responsible for nurturing partnerships with different stakeholders in the districts of operation and ensure that community voices are heard and community health needs are addressed at the district and national level.</p> <p><b>Key Responsibilities:</b></p> <p>1) <b>Community Engagement:</b></p> <ul style="list-style-type: none"> <li>• Lead the community entry processes to establish and maintain strong relationships with community members, local leaders, and other stakeholders.</li> <li>• Organize community meetings, focus group discussions, and participatory workshops to collect data, facilitate feedback meetings, identify priorities, and address concerns with respective stakeholders on HIV, TB and malaria.</li> <li>• Facilitate the inclusion of marginalized groups, CBO’s /CSO’s to undertake CLM and ensure their perspectives are considered for improved service delivery.</li> </ul> <p>2) <b>Advocacy and Representation:</b></p> <ul style="list-style-type: none"> <li>• Work with partners to define advocacy strategies of addressing issues and priorities identified through the CLM interventions for duty bearers’ attention.</li> <li>• Represent community interests and concerns in meetings, workshops, and forums with government agencies, NGOs, and other stakeholders.</li> </ul>			

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- Identify and offer support to Other Vulnerable Populations OVPs including peer leaders for Persons with Disabilities (PWDs), fisherfolk and Truckers to amplify their voices, undertake referrals and linkages for GBV, HIV and TB services in their respective communities.
- Work with CBOs to follow up district leaders/health workers /duty bearers to implement actions from feedback meetings.

### 3) Project Management

- Manage the Global fund project in line with CEHURD strategic plan, mission and vision.
- Work with designated Community Based Organisations (CBOs) to develop and implement workplans and budgets for project period.
- Review CBO reports, provide them with timely feedback and prepare consolidated reports for timely submission to the donor.
- In conjunction with the Project Accountant, review CBO's periodic financial reports to ensure their accuracy.
- Monitor expenditures on project budgets to ensure compliance to donor and institutional requirements.
- Liaise with M&E Office to ensure compliance with all project M&E requirements including partner obligations.
- Prepare project reports as required by the donor in accordance with approved templates.
- Enter project data into the institutional information and management system (database).
- In conjunction with the procurement team, prepare and implement the respective project procurement plan.
- Maintain electronic and paper filing systems up to date for the designated project.
- Identify and escalate project related matters to management.
- Undertake smooth project close out in collaboration with relevant stakeholders.

### 4) Capacity Building:

- Mentor CBOs to conduct community monitoring advocacy and social mobilisation aimed at improving the poor TB TSR, low retention in care, high LTFU, adherence to TB and HIV medicines for improved health outcomes.
- Manage CBO sub granting process including; keeping stock of all CBO document files

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- Strengthen the capacity of CBOs to collect, analyses data, interpret findings, and advocate for service delivery improvements regarding HIV/TB and Malaria outcomes.
- Ensuring the CBOs files are updated with all the necessary documents such as reports, agreements, concepts, work plans etc.
- Capacity building and Training of CBO staff in research, Data analysis, report writing and advocacy.

## 5) Monitoring, Evaluation, Knowledge Sharing and Reporting:

- Provide training and guidance to community members and CBOs on monitoring, evaluation and data management of the project.
- Collaboratively work with Biostatistician and District Health Team (DHT) to generate and manage TB/HIV and Human rights information on the Health Management Information System (HMIS) and other data systems for the project.
- Work with the M&E Officer to undertake review meetings with CBOs, monitor project implementation, and identify areas of weaknesses to ensure the projects achieves the planned results in accordance with relevant plans.
- Work with community groups to undertake hot spot mapping, data analysis and prepare reports highlighting key findings, trends, and areas for improvement.

### Qualifications, Experience, skills and Behaviors:

#### Qualifications:

- Bachelor's degree in Social Sciences, development studies, community development, or a related discipline from a recognized university.
- Postgraduate diploma in Monitoring and Evaluation or project management is desired.

#### Experience and Skills:

- At least 3 years' experience in community engagement, participatory development methodologies, community-based approaches, HIV/TB programming or related fields.
- Experience in community mobilization, participation and empowerment methodologies
- Good oral and written communication skills.
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- Computer literate and proficient in MS office
- Proficiency in multiple Ugandan languages is an added advantage
- Previous experience of project/programme management is essential.
- Experience of Monitoring, Evaluation and Learning is an added advantage
- Experience working with communities in Uganda.
- Knowledge in sub grants management and working with CBOs and reporting
- Willingness to travel frequently to project sites and work in remote or rural areas.