***Job Title: Senior M&E Specialist of the East Europe and Central Asia Union of People Living with HIV (full-time position)***

**Issue Date:** 07 April 2016

**Closing Date:** 15 May 2016

**Closing Time:** 11 аm, Kiev Time

#### Background

East Europe & Central Asia Union of People Living with HIV (ECUO) ([www.ecuo.org](http://www.ecuo.org)) was officially established in October 2007. As of today, ECUO unites People Living with HIV (PLWH) organizations from 16 countries of Eastern Europe and Central Asia (EE&CA) region. ECUO is an organization founded by PLWH for PLWH and it strives not to duplicate existing efforts at the national level, but rather, to promote PLWH human rights to open political space where their voices are heard.

ECUO strategic development plan and regional advocacy strategy, pursues the Goal of strengthening the impact of PLWH communities at local level, through regional action via effective capacity building and advocacy efforts, to improve access to timely, comprehensive, quality treatment for children and adults living with HIV in EECA.

ECUO Secretariat is based in Kiev, Ukraine.

#### General Purpose of the position

The Senior M&E Specialist will be responsible for the development and implementation of M&E system, ensuring high quality and timely inputs and that project activities result in the achievement of the intended outputs in a cost effective and timely manner.

#### Duties and Responsibilities

* development and implementation of ECUO M&E system;
* development of structure of projects’ M&E system:
* definition of roles and responsibilities of ECUO, Subrecipients (SR) and Sub-subrecipients (SSRs) in terms of monitoring and reporting;
* development of detailed description of data/information flow from SSR, SR levels to ECUO.
* development of relevant reporting forms and monitoring procedures :
* development of standardized reporting forms and requirements for the SRs’ reports;
* development of detailed procedures/instructions for the reporting process for SRs (data collection, data storage, requirements to supportive documents etc.);
* development of procedures/requirements regarding data quality, data integrity of the SRs and SSRs’ reports.
* organization of the reporting process:
* definition of data sources and data flows for every indicator;
* development of timelines for the reporting periods for SRs and SSRs;
* ensuring collection of the reports from SSRs and SRs, review and finalization of the reports;
* collection and final program reconciliation of the implementing partners reports;
* participation in the monitoring, data verification and technical support visits to implementing partners;
* preparation of consolidated reports on grants progress.
* organization of data management processes:
* development of electronic catalogue/register/database to store and archive relevant project documentation (reports, source documents, supportive documents);
* oversight and coordination of data management of SRs and SSRs, participation in development in cooperation with SR of appropriate requirements, procedures/instructions, timelines, tools and forms to monitor programmatic activities of SSRs;
* coordination of work with external expert on baseline of outcome and output indicators development;
* coordination/collection of source data for baselines of outcome and output indicators;
* coordination/collection of data and information, required for projects evaluation purposes;
* coordination of evaluation protocol development;
* coordination of evaluation activities (performing evaluation, analytics report preparation and finalization);
* in cooperation with Finance Specialist review of SRs’ programmatic and financial reports on completeness, accuracy, integrity of all necessary data and primary and supportive documents and provision of feedback to SR’s project manager;
* data quality procedures and data quality assurance mechanisms development, provision of supervision to SR on issues regarding data quality assurance when necessary;
* establishment and support of harmonization mechanism, which should ensure alignment of SRs’, SSRs’ and PR’s monitoring activities;
* monitoring ECUO specialists compliance with the requirements for project planning, implementing and reporting;
* participation in the preparation of ECUO program reports for internal use, donors and stakeholders;
* ensuring accessibility of the information on ECUO activities on international level;
* representation of ECUO interests at external meetings and events (workshops, round tables, conferences, etc.)

#### Qualifications

**Education:** Master degree in Sociology, Statistics, Public Health or other relevant field.

**Knowledge, skills and abilities:**

* Fluency in Russian and English languages;
* Awareness of the AIDS epidemic situation in the East Europe & Central Asia region;
* Experience with office equipment, PC knowledge (Internet, Microsoft Office, advanced level of MS Excel).

**Experience**

At least 3 years of experience in monitoring and evaluation, implementation of program monitoring in the field of HIV/AIDS.. Experience in non-governmental organizations (preferably HIV-service) is an advantage.

Accountability: Senior M&E Specialist is directly accountable to the President.

**How to Apply**

Interested candidates are requested to apply via e-mail: [trofimov@ecuo.org](mailto:trofimov@ecuo.org)

The application should contain:

1. Cover letter explaining why you are the most suitable candidate for the advertised position.
2. Most recent CV including relevant past experience and contact details of up to three referees.

*Only short-listed candidates will be contacted. Applications received after the deadline will not be accepted.*