



Job Title: HIV/AIDS Regional Surveillance Coordinator
Salary: Commensurate with experience
Location: Port-au-Prince, Haiti and/or MSPP Departmental office
Reports to: Country Director, NASTAD/Haiti

Purpose and Description

The HIV/AIDS Regional Surveillance Coordinator, NASTAD/Haiti, is located full time in Haiti, and reports to the Country Director at the NASTAD/Haiti office. The position is responsible for providing support to the Haiti Ministry of Health (MSPP) at the departmental level for HIV/AIDS surveillance system planning, coordination, supervision, and monitoring and evaluation, as well as support for data collection, analysis, and use. The HIV/AIDS Regional Surveillance Coordinator, NASTAD/Haiti, is expected to collaborate closely with departmental- and site-level to coach and mentor capacity for HIV/AIDS surveillance, to trouble shoot implementation hurdles, and to maintain and strengthen the reputation of NASTAD as a highly capable organization, whose agenda is primarily to partner with government and assist with its most pressing needs addressing the HIV/AIDS epidemic.

Essential Functions

System Implementation/Monitoring and Evaluation

- On a daily and weekly basis this Regional Surveillance Coordinator will:
 - Agree upon a joint work plan with the NASTAD/Haiti Country Director
 - Implement all agreed-upon activities, including:
 - Assist with the input reported cases into the data system
 - Assess the system for case duplication
 - Follow-up with departments or sites as needed to improve data quality, to complete case reports, or to support follow-up with priority cases
 - Highlight and report support needs to the departmental or national level, and will manage and ensure follow-up where advised

- On a monthly basis the Regional Surveillance Coordinator will:
 - Attend NASTAD/Haiti staff meetings via phone
 - Complete, compile, and analyze HIV/AIDS M&E framework data
 - Create a technical assistance plan related to the M&E framework findings
 - Create a summary report of the identified site- or departmental-level support needs, the status of progress to meet the needs, and recommended next steps

- On a quarterly basis the Regional Surveillance Coordinator will:
 - Attend NASTAD/Haiti staff meetings in person
 - Complete, compile, and analyze HIV/AIDS M&E framework data
 - o Assist each department to create their own report

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Other

- Contribute to HIV/AIDS surveillance training and capacity building
- Contribute to periodic HIV/AIDS surveillance data analysis and reports
- Participate in site-level supervision activities
- Participate in special surveillance data collection activities
- Strictly follows data security and confidentiality protocol

Outreach and Support

- Develop and maintain strong, proactive relationships with departmental and site-level staff working in surveillance
- Develop and maintain strong, proactive relationships with other organizations working in surveillance

Minimum Requirements

Education/Experience

- Minimum of four (4) years of HIV/AIDS program experience
- Strong and demonstrated experience in monitoring, evaluating, and documenting observed activities
- Strong and demonstrated experience in training and group facilitation
- Experience in data management and data analysis, with a demonstrated ability to perform simple reporting statistics

Knowledge and Skills

- Excellent written/oral communication and presentation skills in French and Creole; English is an asset
- Knowledge of HIV/AIDS, including HIV prevention, care and treatment best practices
- Ability to navigate complex government processes with multiple influencers, while negotiating and achieving consensus
- Must be great mentor, manager, role model and team player/builder; must have, and meet, high performance standards
- Strong analytical skills with a demonstrated ability to write clear and accurate reports
- Exceptional ability to work independently and autonomously
- Demonstrated ability to communicate effectively with partners, staff, and colleagues with a high level of tact, diplomacy and confidentiality
- Proficiency in Microsoft Office Suite with strong computer skills
- Must be available to travel throughout Haiti

Physical Effort and Dexterity

- Position requires mobility and ability to travel independently

Visual Acuity, Hearing, and Speaking

- Excellent verbal and written command of the French language is required

- Position requires the ability to communicate effectively both in person and via telephone and/or non-visual internet connection

Environment and Scheduling

- Interest in working with an HIV/AIDS public health organization
- Interest in working within a diverse work environment
- Travel requirement may be up to 40% in and around Haiti

This position is full-time – 40 hours per week – and is subject to available funding. There is no minimum period of employment, and employment may be terminated by NASTAD at any time due to funding, or for any other lawful reason. During or following the contract period, the incumbent may be considered for other open positions, based on demonstrated competency in achieving results, organizational needs and/or funding availability.

Employer's Rights

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment.

How to Apply

Qualified candidates should apply by e-mail only to GlobalHR@NASTAD.org. Subject line should read "**NASTAD/Haiti Regional**" only and a cover letter, with salary requirements, and resume should be attached. Only candidates being considered for this position will be contacted. NO PHONE CALLS in reference to this position will be accepted.