



Job Title: National HIV/AIDS Surveillance Coordinator
Data Security and Confidentiality Officer

Salary: Commensurate with experience

Location: Port-au-Prince, Haiti

Reports to: Country Director, NASTAD/Haiti

Purpose and Description

The National HIV/AIDS 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) for HIV/AIDS surveillance system planning, coordination, supervision, and monitoring and evaluation, as well as support for data collection, analysis, and use. The National HIV/AIDS Surveillance Coordinator, NASTAD/Haiti, is expected to collaborate closely with the MSPP 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 and Deliverables

- Develop and/or contribute to national HIV/AIDS surveillance algorithm and framework, including clear definition of inputs, processes, outputs, timelines, roles and responsibilities, and M&E framework
- Identify key sites and staff; manage a comprehensive inventory
- Ensure adequate training at the national, departmental, and site level
- Ensure active use of system – inputs, quality management, and outputs
- Assess and analyze HIV/AIDS surveillance data on a regular basis including application of routine data monitoring and evaluation and applied statistics
- Develop and disseminate monthly, quarterly, and annual HIV/AIDS surveillance reports; provide technical assistance and training to departmental staff to create similar reports
- Oversee implementation of surveillance system M&E framework, and that periodic (weekly, monthly, quarterly, annual) reports are generated; provide technical assistance and training to departmental staff to create similar reports
- Ensure receipt of departmental monthly M&E reports, and follow-up with non-responding sites
- Oversee the creation of technical assistance plans 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
- Oversee management and follow-up with case reporting sites that show issues or quality and/or timeliness

- Develop and/or contribute to national HIV/AIDS data security and confidentiality plan, protocol, and audit/M&E framework
- Oversee annual training and sign-off of NASTAD/Haiti staff on data security and confidentiality protocol
- Mentor the MSPP to build their capacity to provide similar trainings, and to oversee and manage implementation of the protocol
- Develop and maintain strong, proactive relationships with key MSPP staff and others working in surveillance
- Prepare annual HIV/AIDS surveillance report, present the data, and be prepared to speak to HIV/AIDS surveillance trends
- Provide day-to-day supervision of the HIV/AIDS surveillance system, including applicable NASTAD/Haiti staff and departmental contributors
- Act as the main liaison to implementing partners to troubleshoot data transfer and content issues.

Minimum Requirements

Skills and Knowledge

- Strong and demonstrated experience in monitoring, evaluating, and documenting observed activities
- Demonstrated experience in data management and data analysis, with a demonstrated confidence with statistics
- Comfortable and confident with applied data analysis and statistics; experience in HIV/AIDS epidemiological surveillance highly valued
- Experience developing and implementing program plans and managing trainings is required
- Excellent written/oral communication and presentation skills in French required. Strong English written/oral communication requested. Ability to communicate in Creole 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 statistical software required
- Proficiency in Microsoft Office Suite required

Education/Experience

- Graduate degree in Public Health, Epidemiology, or related field
- Minimum of four (4) years of experience in applied data use and statistics; HIV/AIDS program experience highly valued

Physical Effort and Dexterity

This position requires independent travel and mobility throughout Haiti.

Environment and Scheduling

- Interest in working with a national HIV/AIDS and viral hepatitis public health organization
- Interest in working within a diverse environment

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, and either you or the employer may terminate employment at any time, for any reason.

How to Apply

Qualified candidates should apply by e-mail only to GlobalHR@NASTAD.org. Subject line should read "**NASTAD/Haiti Coordinator**" only and a cover letter, with salary requirements, and resume should be attached. Submissions which do not follow the above instructions will not be considered as applicants.

Due to the extremely high volume of resumes submitted, only those selected for interviews will be contacted. NO PHONE CALLS in reference to this position will be accepted.