

<b>Job Details:</b>	
<b>Post:</b>	Strategic Information and Monitoring Officer
<b>Location:</b>	Bangkok, Thailand
<b>Hours:</b>	40
<b>Accountability:</b>	Team Leader -Technical Support Unit
<b>Purpose of Position:</b>	
<p>The position is in a small project team working on AusAID’s “HIV/AIDS Asia Regional Programme” (HAARP), coordinated through the Technical Support Unit (TSU) based in Bangkok. HAARP works to introduce effective harm reduction strategies to reduce drug-related HIV harm in the south-east Asian region. The Strategic Information and Monitoring Advisor’s role is to support government and implementing partners in the five programme countries to monitor their Country Programmes (CPs).</p>	
<b>Principal Accountabilities:</b>	
<p><b><i>The Strategic Information and Monitoring Officer is responsible for ensuring that the following activities are carried out:</i></b></p>	
<p><b>1. Monitoring Support</b></p> <ul style="list-style-type: none"> <li>• Monitor and communicate strategic information relevant to effective and coherent implementation of HAARP country and regional programs</li> <li>• Provide appropriate and timely technical support to AusAID posts and implementing partners for the effective monitoring of programs</li> <li>• Provide technical assistance and support to CPs to ensure the finalisation of all CP M&amp;E frameworks and their operationalisation.</li> <li>• Collaborate with AusAID to periodically review and update the overall HAARP monitoring and evaluation framework, including the Logical framework matrices.</li> <li>• Support HAARP internal reviews and annual assessments</li> <li>• Lead the documentation of lessons learnt and other knowledge sharing products with the ultimate objective of improving implementation of HAARP.</li>   <li>• Actively promote HAARP’s guiding principles, ensuring that these principles are mainstreamed throughout the programme</li> <li>• Build capacity of country level monitoring and evaluation (M&amp;E) focal points to effectively collect, analyse and report HAARP data</li> </ul>	
<p><b>2. Project Management</b></p> <ul style="list-style-type: none"> <li>• Participate in regular updates with Team Leader, Technical Advisor and Operations Manager</li> <li>• Help to build contacts and networks which will support the achievement of HAARP monitoring and strategic information objectives</li> <li>• Contribute to the effective briefing and de-briefing of consultants</li> <li>• Provide quality assurance of short-term consultancies including reports</li> <li>• Comply with Quality Environment Safety requirements</li> </ul>	
<p><b>3. Programme Support</b></p> <ul style="list-style-type: none"> <li>• Participate in producing regular TSU work plans and technical reports</li> <li>• Contribute to planning and coordination of the HAARP Coordination and Cooperation Forums (HCCFs)</li> </ul>	
<p><b>4. Corporate Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Carry out duties above in a team-working spirit, both in the general work of the project team and in the company as a whole</li> </ul>	

- Establish good and considerate working relationships with all staff in the organisation, in a way which demonstrates respect for their particular role and responsibilities
- Any other tasks and responsibilities as agreed with the Team Leader and Divisional Director

Reports to Team Leader

This job description may be reviewed at any time according to the needs of the organisation, in agreement with staff.

Date last updated: 02 Sep 2010

## Person Specification

### Essential competencies/experience:

- Demonstrated practical experience in the design, conduct, and management of research and/or evaluations.
- Demonstrated experience with quantitative and qualitative research methods
- On-going membership of a domestic or international evaluation society, or other demonstrated commitment to keeping up to date with the theoretical and practice developments in the field of evaluation.
- Expertise in behavioural data collection among hidden populations, including knowledge of appropriate sampling techniques, tools and methods of data collection;
- Familiarity with data analysis software such as SPSS, EXCEL or EPI INFO.
- Demonstrated ability to facilitate learning from, and uptake of evaluation findings with implementation teams and other relevant stakeholders.
- Demonstrated track record in building capacity in national and local level counterparts
- Excellent communication (verbal and written) & interpersonal skills.
- Cultural competence
- Prepared to undertake travel
- Work to tight deadlines

### Desired competencies/experience:

- Familiarity with/experience of monitoring and evaluation of HIV programs targeting most at risk populations (MARPs);
- Record of peer reviewed technical publications
- Experience of working with national governments and NGOs
- Demonstrated understanding of current development policy and practice, including programme-based approaches
- Knowledge of AusAID values and procedures
- Experience in HAARP countries

### Qualifications

#### *Essential*

- A post graduate degree that has included advanced skills in data analysis, research and/or evaluation methodologies, and the design, conduct and management of research or evaluation.