



Announcement: Employment Opportunity

Special Services Agreement (SSA): TB surveillance and M&E officer for Tuberculosis Programme (Suva, FIJI)

The World Health Organization (WHO) is seeking a qualified individual to serve as a TB surveillance and M&E officer for the Tuberculosis Programme in Fiji on a Special Services Agreement (SSA) contract. The successful applicant will be assigned to the Twomey Hospital in Tamavua. The M&E Officer will be responsible for the planning, coordination, and implementation of all Fiji National TB program monitoring and evaluation activities; and for ensuring the quality and adequacy of the monitoring for achieving the overall project objectives. The secondary role of this position is to enter and organize data for Leprosy inpatient and outpatient medical records into a database.

Job description:

Key Responsibilities

The following key responsibilities will guide the work of the TB surveillance and M&E officer.

Working with relevant staff and service providers, in accordance with legislative requirements in the following areas;

1. Leading the planning and coordination of the regular and systemic monitoring of the overall progress in achieving the indicators as per the End TB Strategy targets.
2. Provide technical assistance in surveillance system in a coordinated manner including capacity building of divisional and sub-divisional staff on TB data management
3. Identify potential implementation risks in achieving the objectives, and proactively proposing potential solutions
4. Triangulate data from the TB Register, Lab Register and Patient folders; and maintain the TB data bases by regular entry of patient data and medical history from patient folders into the TB Information System and maintain up to date data.
5. Disseminate programmatic data to all relevant officials for programmatic improvement and appropriate policy decision making.
6. Manage Leprosy patient data from medical folders into an electronic database

Subject to the agreement of both parties (WHO and Fiji MOHMS), these terms of reference may be modified from time to time, as required in the interest of the National Tb Program.

The signatory will primarily work under the direction of, and will report to, the Principal Medical Officer for Tuberculosis and Leprosy, Twomey Hospital, MOHMS, and technically to the TB Medical Officer of the Pacific Health Security, Communicable Diseases and Climate Change, WHO-DPS.

Educational: Essential Qualifications

- First University degree in epidemiology or Public Health / Health Sciences or equivalent from an accredited / recognized university

Desired Experience:

- At least 1-year practical working experience in surveillance, M&E and electronic data management in Public health or Medical records.
- Previous work experience on M&E in health information management
- Knowledge of TB prevention and care will be additional advantage
- Experience in communicable disease, Data management and proficiency

Additional Experience:

- Proficient with Microsoft office programmes,
- Good knowledge of spoken and written English.

Details of the proposed position:

- Duration of position: **up to 31 Dec 2021**
- The person will be provided office space and necessary office equipment in the Twomey Hospital, Tamavua.
- The position is for Fiji nationals only and requires travel within Fiji.
- Please note only short-listed candidates will be contacted.
- Salary for this position will be based on qualifications and experience

Applicants meeting essential qualifications should submit a cover letter addressing the selection criteria, resume/CV and the names and contact details of two referees in person, by mail, or email to the following address:

WP FJI WR <wpfjiwr@who.int>
Office of the WHO Representative, Division of Pacific Technical Support
P.O. Box 113, Suva, Fiji

Appointments are made under the standard contract conditions of WHO
Only short-listed applicants will be contacted.

Applications close at the Close of Business on 22 February 2020