



Christian Health Service (PNG)

1. IDENTIFICATION

AGENCY: Christian Health Service	POSITION NUMBER: CHS – NSEC – 012	POSITION REFERENCE NUMBER: MSP012	
DIVISION: Medical Service & Programs	DESIGNATION/CLASSIFICATION: Monitoring & Evaluating Officer:		SALARY GRADE: 16
BRANCH: Programs	REPORTING TO: Deputy Director Medical Service & Programs	POSITION NO: CHS – NSEC – 009-012	REF NO: MGT003 MSR012
SECTION: Monitoring & Evaluation	POSITION LOCATION: NATIONAL CHS SECRETARIAT – PORT MORESBY		

2. PURPOSE

To assist the Organisation CHS (PNG) to develop tools for monitoring the Achievements Targets of Health Programs conducted by all Health Facilities under the auspices of Christian Health Services nationwide.

The incumbent will be responsible for all performance reviews of the Health Agencies and how they are measuring up to the National Targets as stipulated in the National Health Plan for the planned period

3. DIMENSIONS

Ensure the Secretariat have an effective and efficient day-to-day operational system for monitoring and evaluating of priority programs with set targets and provision of monitoring tools to all CHS affiliated church agencies and the National Secretariat

4. PRINCIPLE ACCOUNTABILITIES

- Ensure Key Result Areas (KRAs) of the National Health Plan specific to the objectives of the National Department of Health and CHS (PNG) are met
- Ensure a continuous flow of the National Health Information system data from CHS Agencies to the National Office of CHS (PNG) and the Health Department
- Provide quarterly evaluation reports to the CEO and Health Managers on program achievements of all Church run facilities by way of evaluator feedback
- Reporting of all church run programs in a timely manner

5. MAJOR DUTIES

- Provide quarterly feedback to all reporting Agencies on Key Performance Targets against the National Set Targets
- Engage all Health Managers in the Agencies and Province for the timely and efficient forwarding of all NHIS Monthly Reports to CHS (PNG) Secretariat Office

- Provide Quarterly Evidence Based Performance Reviews to the CHS Senior Management Team on the performance of all the agencies
- Prepare presentations in close consultation with the Executive Director or the Deputy Directors for the Quarterly Performance Review as per need basis with National Department Of Health
- Ensure all NHIS Monthly Data are uploaded on a timely basis to the CHS Database for timely access and monitoring purposes
- Monitor on a monthly basis in conjunction with the Data Entry Officer the inflow of all health information statistics and provide information on this as well to the Director and SMT including data storage and backup
- Conduct agency visits to those agencies that are not reporting effectively and provide training in light of knowledge and skills gap to designated officers in respective agencies.
- Trouble shooting of IT with Data and Statistics
- Any other duties as deemed appropriate by the Chief Executive Officer

6. NATURE AND SCOPE

Channel of communication is through the office of the Deputy Director Corporate Services and up the Hierarchy level

6.1: WORKING RELATIONSHIP

(a) Internal

- The incumbent will work in close consultation with the Executive Director, Deputy Directors

(b) External

- Working closely with all Agencies Health Managers and assigned agency officer in relation to performance review of programs
- Communicate and liaise with Agencies, Partners and Stakeholders to address issues and constraints affecting data transfers

6.2: WORK ENVIRONMENT

- Ensure the monitoring and evaluation tools and systems are user friendly and usable
- Be able to develop Monitoring and Evaluation Policy in the absence of one

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- To ensure all set targets are met by each church agency against the National Set Targets
- Unattainable agencies are promptly followed up on to improve reporting and other issues and challenges

8. CHALLENGES

A challenging role that requires a result orientated person to meet the work demands and set targets in a timely manner.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Qualification

- Must have a Bachelor or Diploma in Public Health or Epidemiology

(b) Skills

- Knowledge of the Health Information data analysis
- Must be a computer literate, MS Office Applications and must be well versed with programs such as EPI Info 6 or its latest version
- Sound analytical mind with data management is essential
- High level of presentation and communication skills
- Must be able to teach and transfer of skills and knowledge to other staff

(c) Work Experience

- Have at least 3 – 5 years of work experience in Health or other health related field
- Monitoring and Evaluation training will be a bonus

(d) Other Attributes

- Must be a committed and practising Christian
- Must be a team player, self-motivator and result orientated person
- Able to work under less supervision
- Must be reliable, honest and demonstrate empathy and eager to quickly assimilate new concepts and ideas.
- Can be able to adapt to different localities in PNG due to rural extensions and work to agencies in all Provinces

10. VARIATION

This Job Description (JD) will be subjected to review from time to time as and when required, approved and endorsed by the CHS Executive Board