

CCM Thailand Announcement
No. 1 /2022
“Recruiting temporary employment as an Oversight Officer”

Country Coordinating Mechanisms (CCM) are core to the Global Fund’s contribution to health governance to help end HIV, tuberculosis and malaria while investing in resilient and sustainable systems for health. The CCM Evolution Strategic Initiative is a catalytic opportunity to enhance the way our partnership works in countries and regions. With the Global Fund financial support, CCM Thailand intend to recruit individual for temporary employment as Oversight officer (CCM Evolution budget).

This announcement is for recruiting an Oversight Officer as temporary employees for 1 position, who will be responsible for 1) Facilitate and support analytical data-driven discussions and decision-making 2) Provide support to oversight planning and implementation and 3) Provide technical support to the CCM oversight Committee (OC). Terms of Reference and Scope of Work with a period of employment of 15 months as annex 1

The applicant has to submit the following documents in English.

- 1) A letter applying for the work;
- 2) A personal Curriculum Vitae (CV);
- 3) A copy of educational attachment and transcript
- 4) A copy of ID card;
- 5) Any other related documents (if any).

The submission of all documents has to be submitted to **ccmthailand@gmail.com** by 15 September 2022, 18.00 hr. (BKK time).

For more information, please contact the CCM secretariat office, Ms. Phatradasorn Chuangcham, Tel. 02-590-1500, Mobile Phone 092-254-5561.

CCM Secretariat office
announcer
31 August 2022

Terms of Reference: Oversight Officer

<p>Overview</p>	<p>Oversight is a key function of the Country Coordinating Mechanism (CCM), focusing on the essential financial, programmatic and management aspects of the grant portfolio. Global Fund supported interventions contributing to the broader national health response via an enhanced use of strategic information and a risk management approach. The CCM Secretariat (particularly through the oversight officer) will play a key supporting role for this function, which ranges from facilitating logistical arrangements and coordination with the oversight committee to information synthesis and analysis.</p>
<p>Roles and responsibilities of the position</p>	<ol style="list-style-type: none"> 1) Facilitate and support analytical data-driven discussions and decision-making. 2) Provide support to oversight planning and implementation. 3) Provide technical support to the CCM oversight Committee (OC).
<p>Scope of Work</p>	<p>Operational Area 1: Support Oversight Planning and Implementation</p> <ul style="list-style-type: none"> • Update the CCM oversight plan in coordination with the CCM Executive Secretary and the OC and obtain full endorsement for this plan by the CCM. The oversight officer will then ensure the plan details specific activities, tools and methods for data collection, analysis and reporting, individual and/or constituency responsibilities, relevant elements and indicators related to risk management, issues related to sustainability and realization of co-financing commitments / co-financing tracking (if possible, based on country context). The oversight officer then ensures the plan, tailored to the country's grant objectives and priorities, is implemented. • Work with the CCM secretariat to assist the OC and OC consultants in the implementation of the annual oversight work plan. Ensure the implementation of activities of the oversight process (i. e. collection of information, analysis, provision of recommendations to the CCM General Assembly, following up on actions decided by the CCM and sharing oversight information with the Global Fund on a frequent basis). • Support CCM (through OC) on strategic level issues (e.g, identifying high level implementation bottlenecks, particularly those that cut across 3 disease grants. Coaching to cover strategic oversight, especially alignment with the current grants with the national strategic priorities by focusing on key populations (PWID, migrants).

Operational Area 2: Provide Technical Support to the CCM Oversight Committee and the CCM secretariat, and working with the OC Consultants on specific programs, i.e. HIV, TB and malaria for the following tasks:

- Support the oversight committee in the implementation of oversight activities throughout the Global Fund's grant life cycle (i.e., funding request preparation, grant-making, implementation and closure).
- Support the preparation and implementation of quarterly oversight committee meetings, ensuring all relevant information is adequately synthesized and organized to facilitate discussions.
- Support the oversight committee in the preparation and implementation of information collection activities, including meetings with PRs, site visits, consultations with specific groups (e.g., community-based monitoring initiatives, where these exist).
- Participate in OC site visits and support the oversight committee in their implementation. Whenever possible, leveraging other in-country field visits (e.g., field visits organized by the Ministry of Health and other donors, etc.). Specific tasks include:
 - Analysis of issues to be explored during the site visit.
 - Documentation of the site visit team's findings and recommendations.
 - Submission of the site visit findings and recommendations to the oversight committee.
- Ensure that all oversight committee members are informed about Global Fund oversight policies, guidelines and tools.
- Support CCM secretariat and OC in preparation of minutes of oversight committee meetings, including recommendations provided and actions agreed.
- Track CCM decisions and actions based on the oversight committee's recommendations.
- Carry out additional tasks under this operational area as requested by the CCM chair (such as technical review on specific issues, etc.).

Operational Area 3: Facilitate and support analytical data-driven discussions and decisions

- Synthesize and analyze relevant information from different sources to support data-driven discussions of the CCM and its committees.
- Analyze data and triangulate with site visit reports to identify critical implementation and risk mitigation challenges of PRs.
- Summarize critical grant implementation issues and present them to the oversight committee using the available formats/tools.

	<ul style="list-style-type: none"> • Ensure that all key processes are driven by strategic information drawn from in-country sources and Global Fund-specific-supported interventions. • Work with the Global Fund Country Team, PRs, OC and OC consultants on specific programs, i.e., HIV, TB and malaria to hold and maintain ongoing data-driven dialogue for grant performance purposes. The data-driven dialogue includes the identification and analysis of key financial, programmatic, management and risk-related issues/information contained in PR reporting tools and/or available oversight tools. An important aspect of analysis is the assessment of consistency of financial and programmatic data as well as the potential effect of identified risks on grant performance and on national program performance. • Support the CCM (through the oversight committee) to actively oversee and manage risks, by ensuring that they are adequately identified and mitigated. This includes taking part in the development of risk assurance planning and validation processes. • Ensure that information from community-based monitoring initiatives is considered and incorporated in the oversight assessments and reports.
<p>Key Performance Metrics</p>	<ol style="list-style-type: none"> 1. Revisit Oversight Plan (2022-2023) within <u>2 months</u> after starting date. 2. Consolidate reports on progress of grant performance and follow-up actions taken as inputs in the OC meetings. 3. Timely submission of summary (focusing on action points) of OC meeting reports (<u>seven</u> working days after OC meetings). 4. Draft minutes of oversight committee's quarterly meetings with PRs and site visit reports to the OC chair. <u>Fifteen</u> working days after each meeting/visit at the latest is considered best practice. 5. Report (s) of technical/thematic reviews (minimum one report) assigned by OC. 6. Report of liaison function/facilitation on GF Funding request (2024-2026) development (one time)
<p>Reporting and Communication Lines</p>	<p>The oversight officer reports to the CCM chair who serves as his/her supervisor.</p> <p>The oversight officer works in close collaboration with the Oversight Committee (OC) chair/vice chair and OC consultants, and CCM executive secretary.</p> <p>CCM secretariat provides administrative support to the oversight officer.</p>

<p>Qualifications, experience and skills</p>	<p><i>Qualifications and experience</i></p> <ul style="list-style-type: none"> • Master degree in science, or public health or related fields required. Higher degree in public health, science or related fields preferred. • At least 2 years of experience in monitoring & evaluation or program management. • Experience in project-level or provincial/national-level monitoring and evaluation system implementation. • Familiarity with the country's health system structures. • Familiarity with National strategies and health indicators (epidemiologic indicators of HIV, TB and malaria is preferred). • Experience working in a multi-stakeholder governance environment. • Familiarity with the Global Fund CCM Policy and Oversight Function is preferred. <p><i>Skills</i></p> <ul style="list-style-type: none"> • Proficiency in data collection, triangulation and information analysis from different sources. • Policy decision-support, strategic analysis and reporting. • Proficiency in the synthesis of financial, programmatic and management information. • Proficiency in the use of Microsoft Office, particularly Microsoft Excel and Microsoft Project. • Ability to work effectively with staff and organizational stakeholders. • Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN agencies and the private sector. • Strong writing, presentation, facilitation and communication skills in both Thai and English. • Ability to handle multiple tasks simultaneously, set priorities and work independently as well as part of a team.
<p>Remuneration</p>	<ul style="list-style-type: none"> • Part time 15 d/month - salary depending on educational level and work experience
<p>Period of Performance</p>	<ul style="list-style-type: none"> • October 2022 - December 2023