

## AVIS DE RECRUTEMENT

Dans le cadre du projet « Mpire Activity » sous financement de USAID, l'ANSS-Santé PLUS désire recruter du personnel à savoir : un(e) Coordonnateur/trice de Projet, un(e) Coordonnateur/trice Adjoint de Projet, un(e) Directeur/trice des Finances et des opérations, un(e) Directeur/trice en Suivi-Evaluation et formations et un(e) Conseiller(ère) chargé (e) du Planning familial. Elle informe les personnes intéressées par cette offre, qu'elles peuvent consulter les termes de référence affichés à la Direction Exécutive de l'ANSS-Santé PLUS ou sur son site web : [www.anssburundi.bi](http://www.anssburundi.bi) à partir du 14 décembre 2023. Les dossiers de candidatures composés de : une lettre de motivation, un curriculum vitae du candidat, une copie de diplôme certifié conforme à l'original, des attestations de services rendus et trois personnes de référence seront déposés au secrétariat de la Direction Exécutive de l'ANSS-Santé PLUS sise à Kigobe Sud, avenue Muhabo N°6 tous les jours ouvrables de 8h à 16h au plus tard le 27 décembre 2023 à 9 heures. Les dossiers déposés ne seront pas récupérés. Seuls les candidats présélectionnés seront contactés pour passer les tests.

 **ANSS - SANTE PLUS**  
SOLIDARITE - INCLUSION - RESILIENCE  
N° dnc : .....  
**Mme Jeanne d'Arc KABANGA** 

## Job Description for the Chief of Party Position

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**Position Title:** Chief of Party (CoP)

**Duration:** One year renewable

**Location:** Bujumbura

### CONTEXTE

The United States Agency for International Development Mission in Burundi (USAID/Burundi) seeks applications from qualified entities to implement a five-year activity that focuses on gender based violence in Burundi titled "Mpore (Be Well)". ANSS-Santé PLUS, in a consortium with other organizations, has decided to submit his bid. In order to align qualified human resources, ANSS-Santé PLUS is seeking a high qualified Chief of Party (CoP) for the program.

The main objective of the **Mpore Activity** is to improve and sustain the integration of GBV prevention and response with HIV, Maternal, Newborn, and Child Health (MNCH), and Family Planning (FP) services and to strengthen health systems with community and facility linkages to care and treatment.

The Activity will build on current activities by prioritizing reach to children, adolescents, and young adults in alignment with the most recent Burundi Demographic and Health Survey (DHS) 2016-2017, stakeholder consultations, and President's Emergency Funds for AIDS Relief (PEPFAR) guidance, as well as aim towards sustained impact.

The Activity will address GBV prevention, case identification, and response as part of integrated service delivery in health facilities and technical assistance for sustained impact. The Activity will continue to implement GBV prevention interventions through work with community members/leaders (females, males, community and religious leaders, Community Health Workers, and Civil Society Organizations, and others) trained on gender norms and GBV. In addition to GBV prevention, the Mpore Activity will improve psychological support for GBV survivors and will reinforce the integration of GBV case identification and response through enhanced community-facility linkages along with strengthened capacity of health facilities to reach as many victims of violence as possible.

### *Tasks description for the position*

The project director (Chief of Party or CoP) is responsible and exercises authority and supervision of the entire program, thus guaranteeing an integrated vision between the different components and actors. The COP reports directly to the Executive Director of the ANSS-Santé PLUS.

He/she will provide technical and administrative leadership, capacity building for program partners, staff mentoring and professional development while leading and managing the work of the country technical team, including sub-units, contractors/partners and local government and non-government service providers. He/she also ensures the relationship between the ANSS-Santé PLUS and the Donor.

The COP will develop and maintain systems to ensure:

- Open and transparent communications between staff and partners involved in the project;
- Preparation of action plans, annual work plans and budgets;

- Monitoring of project implementation against work plan and budget and will report to USAID and ANSS office. He/she is responsible for the timely and accurate delivery of all project reports and products.

The COP will also be responsible for overseeing the administrative and financial management functions of the project; in particular, he/she will ensure compliance with USAID and assume ultimate responsibility for grants and subawards under the program. The COP should demonstrate strong leadership qualities and great technical and management skills.

### *Tasks and responsibilities*

- Provide vision and strategic technical leadership in the development and implementation of project initiatives.
- Lead the overall planning, implementation and management of the project and the achievement of project goals and objectives in a timely and cost-effective manner, adhering to technical quality standards and donor guidelines.
- Serve as primary liaison with USAID, project partners (including international NGOs), local and national government authorities, local NGOs, community organizations, and other donor organizations.
- Establish clear and frequent communication regarding program progress, ANSS oversight management with NGO partners and with the donor.
- Facilitate the learning of best practices in the technical areas of the program.
- Provide leadership for all aspects of project management, including the development and submission of detailed work plans, budgets, performance frameworks, monitoring and evaluation plans, a procurement and supply management plan and human resource management.
- Ensure that project activities meet client and stakeholder expectations and that project results are proactively disseminated.
- Provide strategic leadership and technical and managerial guidance to ensure the project is evidence-based and meets the marginalized and hard-to-reach needs of Burundian communities while meeting donor expectations.
- Build, strengthen, and maintain critical relationships with the Burundian Ministry of Health, local government authorities, USAID, U.S. government-funded implementing partners, the private sector, and other key actors in efforts to maximize the prudent use of resources, minimize duplication of effort, regularly coordinate with them for project updates and results, and attend relevant technical working groups and conferences as needed.
- Ensure that all materials and equipment purchased by the project are safeguarded and used prudently and responsibly, and that all resources are used effectively to achieve project deliverables.
- Monitor project costs and the establishment of a current and effective monitoring system for the pipeline of projects, and ensure that ANSS financial controls and systems are in full compliance with all laws, regulations, policies and procedures of USAID, the Burundian government, and project partners.
- Be ultimately responsible for the supervision, management and support of contracted beneficiaries.
- Be responsible for the planning, implementation and overall management of the project, as well as setting up the administrative framework to monitor and ensure progress towards the achievement of project goals and objectives.

- Ensure that required reports are completed on time and of high quality, and are submitted to the donor, government, and other relevant parties.
- Develop and implement annual program work milestone and performance plans and negotiate agreement on these plans with USAID, subrecipients, and other stakeholders.
- Supervise a team of Technical Project Managers and Program Management and ensure strong communication and coordination with and among all team members.
- Provide mentoring and professional development support to project staff, with a focus on building staff capacity.
- Represent the project on behalf of ANSS at national/international meetings, consultations and conferences. Present project progress, achievements and lessons learned to donors, government and other key stakeholders through various platforms, including meetings, technical working groups and conferences, in compliance with terms and conditions of the grant.
- Manage all risks that could negatively affect the implementation of the project and the achievement of objectives and results.

**Qualifications of the proposed Chief of Party:**

- A Bachelor's Degree or higher in Public Health, Business Administration, or a related field;
- Demonstrated professional experience implementing and managing programs of similar scope and size at a senior level. This experience must demonstrate a strong familiarity with GBV programs and (preferably) serving previously as a COP/Director of development program of comparable size and scope;
- Demonstrated comfort and success with conveying strategic information to high-level audiences, such as agency representatives, host country government officials and/or ministers, and senior executives of international donor agencies and private enterprises.
- Demonstrated professional experience with HIV and/or GBV programs, health systems strengthening, capacity building, HIV and/or GBV service delivery, or quality improvement;
- Demonstrated strong interpersonal, writing, and oral presentation skills in English and French.
- Experience with GBV prevention and response programs, systems strengthening, capacity building, service delivery, quality improvement or policy development, desired
- Knowledge of GBV, gender, key populations, and HIV issues desired
- Demonstrated experience in financial, personnel, and technical management, desired
- Leadership qualities, technical expertise and experience, management experience, interpersonal skills and relationships to fulfill the requirements of the program description. highly desired
- Strong interpersonal, writing, and oral presentation skills in English Level III required and Level IV highly desired, and French (Level IV), required.

**Interested candidates are requested to:**

- 1. Send a cover letter to the ANSS Legal Representative in a sealed envelope and submit it no later than 12/27/2023, at the reception of the ANSS office located at: Kigobe Sud, Avenue Muhabo N°6.
- 2. Attach a Resume (CV) to the cover letter and a photocopy of the diplomas/certificates certified as true to the original,

**Important:** Only pre-selected candidates will be invited to take part in a written test and to attend the interview. Files submitted are not returned.

Done in Bujumbura on 12/13/2023.

**Jeanne GAPIYA NIYONZIMA**  
**Legal Representative of the ANSS**



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## Job Description for the Deputy Chief of Party Position

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**Position Title:** Deputy Chief of Party Position (DCoP)

**Duration:** One year renewable

**Location:** Bujumbura

### CONTEXTE

The United States Agency for International Development Mission in Burundi (USAID/Burundi) seeks applications from qualified entities to implement a five-year activity that focuses on gender based violence in Burundi titled "Mpore (Be Well)". ANSS-Santé PLUS, in a consortium with other organizations, has decided to submit his bid. In order to align qualified human resources, ANSS-Santé PLUS is seeking a high qualified **Deputy Chief of Party Position** for the program.

The main objective of the Mpore Activity is to improve and sustain the integration of GBV prevention and response with HIV, Maternal, Newborn, and Child Health (MNCH), and Family Planning (FP) services and to strengthen health systems with community and facility linkages to care and treatment.

The Activity will build on current activities by prioritizing reach to children, adolescents, and young adults in alignment with the most recent Burundi Demographic and Health Survey (DHS) 2016-2017, stakeholder consultations, and President's Emergency Funds for AIDS Relief (PEPFAR) guidance, as well as aim towards sustained impact.

The Activity will address GBV prevention, case identification, and response as part of integrated service delivery in health facilities and technical assistance for sustained impact. The Activity will continue to implement GBV prevention interventions through work with community members/leaders (females, males, community and religious leaders, Community Health Workers, and Civil Society Organizations, and others) trained on gender norms and GBV. In addition to GBV prevention, the Mpore Activity will improve psychological support for GBV survivors and will reinforce the integration of GBV case identification and response through enhanced community-facility linkages along with strengthened capacity of health facilities to reach as many victims of violence as possible.

### *Tasks description for the position*

The Senior Technical GBV Program Director (Deputy Chief of Party) is responsible for the technical oversight of the GBV components of the Activity, including work planning and reporting. They report directly to the CoP and support the CoP in providing technical direction for Activity implementation ensuring GBV outcomes are met. He/ she will act as Deputy CoP and oversee all GBV Activities in collaboration with other technical leads and the care and support provided to children and adolescents living with HIV enrolled in the Activity. He/she ensures strong linkages with all other Activity components.

### *Tasks and responsibilities*

The Deputy Chief of Party ( DCOP) will be responsible for the overall technical oversight of the project and is specifically responsible for project implementation that relates to facility and community level service delivery.

the DCOP reports directly to the COP and will take a leadership role in ensuring technical implementation of high impact, proven interventions and ensure the project meets states goals and reporting requirements.

- Responsible for the technical oversight of the GBV components of the Activity, including work planning and reporting.
- Reports directly to the CoP and supports the CoP in providing technical direction for Activity implementation and ensures all outcomes are met.
- Oversees activities in collaboration with other technical leads.

As the Deputy Chief of Party, he/she will also contribute to:

- Provide vision and strategic technical leadership in the development and implementation of project initiatives.
- Lead the overall planning, implementation and management of the project and the achievement of project goals and objectives in a timely and cost-effective manner, adhering to technical quality standards and donor guidelines.
- Establish clear and frequent communication regarding program progress, ANSS oversight management with NGO partners and with the donor.
- Facilitate the learning of best practices in the technical areas of the program.
- Ensure that project activities meet client and stakeholder expectations and that project results are proactively disseminated.
- Provide strategic leadership and technical and managerial guidance to ensure the project is evidence-based and meets the marginalized and hard-to-reach needs of Burundian communities while meeting donor expectations.
- Build, strengthen, and maintain critical relationships with the Burundian Ministry of Health, local government authorities, USAID, U.S. government-funded implementing partners, the private sector, and other key actors in efforts to maximize the prudent use of resources, minimize duplication of effort, regularly coordinate with them for project updates and results, and attend relevant technical working groups and conferences as needed.
- Ensure that all materials and equipment purchased by the project are safeguarded and used prudently and responsibly, and that all resources are used effectively to achieve project deliverables.
- Be ultimately responsible for the supervision, management and support of contracted beneficiaries.
- Be responsible for the planning, implementation and overall management of the project, as well as setting up the administrative framework to monitor and ensure progress towards the achievement of project goals and objectives.
- Ensure that required reports are completed on time and of high quality, and are submitted to the donor, government, and other relevant parties.
- Develop and implement annual program work milestone and performance plans and negotiate agreement on these plans with USAID, subrecipients, and other stakeholders.

- Supervise a team of Technical Project Managers and Program Management and ensure strong communication and coordination with and among all team members.
- Provide mentoring and professional development support to project staff, with a focus on building staff capacity.
- Manage all risks that could negatively affect the implementation of the project and the achievement of objectives and results.

**Qualifications required:**

- A Master's Degree in Public Health or a related field;
- Demonstrated experience designing, implementing and managing GBV Activities of similar scope and size; with experience in Burundi highly desirable and/or with USG or other Donor-funded GBV, HIV, or health programs;
- Demonstrated experience in managing activities that address the needs of vulnerable populations, GBV risk, prevention, and response, and service provision for survivors of GBV, as well as policy and advocacy for GBV;
- Demonstrated knowledge of and experience with HIV prevention and programming, as well as HIV care and treatment programming for GBV survivors;
- Demonstrated experience, and strong familiarity with Burundi's institutional, policy, and programming context or gender/GBV, and HIV service provision;
- Demonstrated strong interpersonal, writing, and oral presentation skills in English and French.

**Interested candidates are requested to:**

- 1. Send a cover letter to the ANSS Legal Representative in a sealed envelope and submit it no later than 12/27/2023, at the reception of the ANSS office located at: Kigobe Sud, Avenue Muhabo N°6.
- 2. Attach a Resume (CV) to the cover letter and a photocopy of the diplomas/certificates certified as true to the original,

**Important:** Only pre-selected candidates will be invited to take part in a written test and to attend the interview. Files submitted are not returned.

Done in Bujumbura on 12/13/2023.

**Jeanne GAPIYA NIYONZIMA**  
Legal Representative of the ANSS



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## Job Description for the: Senior Finance and Operations Manager

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### Position Title: Senior Finance and Operations Manager

**Duration:** One year renewable

**Location:** Bujumbura

### CONTEXTE

The United States Agency for International Development Mission in Burundi (USAID/Burundi) seeks applications from qualified entities to implement a five-year activity that focuses on gender based violence in Burundi titled “**Mpore (Be Well)**”. In order to align qualified human resources, ANSS-Santé PLUS is seeking a high qualified **Senior Finance and Operations Manager** for the program.

### Program objective

The main objective of the Mpore Activity is to improve and sustain the integration of GBV prevention and response with HIV, Maternal, Newborn, and Child Health (MNCH), and Family Planning (FP) services and to strengthen health systems with community and facility linkages to care and treatment.

The Activity will build on current activities by prioritizing reach to children, adolescents, and young adults in alignment with the most recent Burundi Demographic and Health Survey (DHS) 2016-2017, stakeholder consultations, and President’s Emergency Funds for AIDS Relief (PEPFAR) guidance, as well as aim towards sustained impact.

The Activity will address GBV prevention, case identification, and response as part of integrated service delivery in health facilities and technical assistance for sustained impact. The Activity will continue to implement GBV prevention interventions through work with community members/leaders (females, males, community and religious leaders, Community Health Workers, and Civil Society Organizations, and others) trained on gender norms and GBV. In addition to GBV prevention, the Mpore Activity will improve psychological support for GBV survivors and will reinforce the integration of GBV case identification and response through enhanced community-facility linkages along with strengthened capacity of health facilities to reach as many victims of violence as possible.

### *Tasks description for the position*

The Finance and Operations Manager is responsible for the overall financial management of the Activity. They oversee the effective and appropriate use of financial resources, develop effective mechanisms to monitor the expenditures, and oversee all financial and operational matters including managing financial systems, generating financial reports, tracking expenses, administering sub-awards, and managing finance and operational issues and staff. They ensure implementation of administrative, financial and human resource policies in line with USG regulations.

### *Tasks and responsibilities*

These responsibilities include:

- Provide financial, operational and managerial leadership in all administrative issues of the program
- Provide guidance to sub-partners to review and analyses pending expenditures
- Provide support to the program management in the review of budget and financial information
- Conduct a pre-award assessment with implementing partners and follow-up with payments and reporting

- Perform the expenditures reporting and costs analysis as well as on sub awards documentation
- Assisting in developing and reviewing budgets of sub recipients
- Have competencies in the account software to track and account for all transactions, resolve any discrepancies, and review and correct, if necessary, accounting records if inaccurate
- Provide capacity building support to implementing partners on sub award financial reporting based on USAID compliance
- Review RFAs/RFPs for service to be procured under the direction of the program management
- Develop sub-contract/Sub-grant for the local firms chosen via competitive procurement
- Review and submit sub-contract/sub-grant drafts, including budget with all required supporting documents, for review and approval by ANSS senior manager, and provide clarification as needed
- Oversee acquisition of materials needed to support the program efforts and arrange for their inclusion in relevant project databases and knowledge management system
- Performs other duties as assigned.

**Qualifications required:**

- A Master's degree or higher in Accounting, Finance, Business Management, Commerce or a related field;
- Demonstrated experience working as a finance and administration manager in a similar role on Activities of similar scope and size;
- Demonstrated experience managing Activities that are donor fund and extensive financial experience working with NGOs;
- Demonstrated leadership qualities, depth and breadth of technical and management expertise and experience to manage effectively and efficiently USAID funds;
- Demonstrated strong interpersonal, writing, and oral presentation skills in English and French.

**Interested candidates are requested to:**

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## Job Description for the: Family Planning Advisor

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**Position Title:** Family Planning Advisor

**Duration:** One year renewable

**Location:** Bujumbura

### CONTEXTE

The United States Agency for International Development Mission in Burundi (USAID/Burundi) seeks applications from qualified entities to implement a five-year activity that focuses on gender based violence in Burundi titled "Mpore (Be Well)". In order to align qualified human resources, ANSS-Santé PLUS is seeking a high qualified **Family Planning Advisor** for the program.

### Program objective

The main objective of the Mpore Activity is to improve and sustain the integration of GBV prevention and response with HIV, Maternal, Newborn, and Child Health (MNCH), and Family Planning (FP) services and to strengthen health systems with community and facility linkages to care and treatment.

The Activity will build on current activities by prioritizing reach to children, adolescents, and young adults in alignment with the most recent Burundi Demographic and Health Survey (DHS) 2016-2017, stakeholder consultations, and President's Emergency Funds for AIDS Relief (PEPFAR) guidance, as well as aim towards sustained impact.

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### *Tasks description for the position*

The Family Planning Technical Advisor is responsible for the overall technical oversight of the Family Planning (FP) component of the Activity, including work planning and reporting. He/she reports directly to the CoP and support the CoP in providing technical direction for Activity implementation ensuring FP outcomes are met. He/she oversees all the FP Activities in collaboration with other technical leads, strategies to increase the demand of FP and SGBV services, and the coaching –mentoring approach in the facilities to build Health providers capacities for FP services provision.

### *Tasks and responsibilities*

These responsibilities include:

- Develop systems to monitor and track project implementation to ensure alignment with program goals and objectives.
- Develop relationships and coordinate with key stakeholders to build synergy and maximize effectiveness at the community level to promote HIV awareness and stimulate interest in the use of voluntary HIV counseling and testing services.

- Work with government partners, NGOs, community organizations, provincial health departments, provincial HIV/AIDS activities coordination offices and other key government actors to integrate GBV services in HIV, MNCH et FP programs.
- Provide technical assistance to the community and clinical partners to ensure program implementation consistent with the overall program strategy.
- Use data to track progress towards targets and systematically track the level of uptake of counseling and testing, care and treatment services.
- Take the leadership in the development of community interventions
- Ensure that training modules and other types of materials are available and in place for use by peer educators and clinical sites.
- Collect, compile and present monthly data and present periodic reports according to the schedule of the program, regularly documenting success stories.

**Qualifications required:**

- A Master's Degree in Public Health or a related field;
- Demonstrated experience designing, implementing and managing FP activities of similar scope and size; with experience in Burundi highly desirable and/or with USG or other Donor-funded FP, HIV, or health program;
- Demonstrated experience in managing activities that address the needs of FP for adolescent and child bearing women, as well as policy and advocacy for FP;
- Demonstrated knowledge of and experience with development and implementation of strategies for increasing uptake of long-acting methods (IUDs and implants) within the framework of informed choice;
- Demonstrated skills in project reporting, preferably for USG-funded FP, GBV, HIV, or health programs, understanding of the Burundi's institutional, policy, and programming context for FP, and HIV service provision;
- Demonstrated strong interpersonal, writing, and oral presentation skills in English and French.

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## **Job Description for the: Senior monitoring- Evaluation and Learning (MEAL) Advisor**

**Position Title:** Senior monitoring- Evaluation and Learning (MEAL) Advisor

**Duration:** One year renewable

**Location:** Bujumbura

### **CONTEXTE**

The United States Agency for International Development Mission in Burundi (USAID/Burundi) seeks applications from qualified entities to implement a five-year activity that focuses on gender based violence in Burundi titled "Mpore (Be Well)". In order to align qualified human resources, ANSS-Santé PLUS is seeking a high qualified **Senior monitoring- Evaluation and Learning (MEAL) Advisor** for the program.

### **Program objective**

The main objective of the Mpore Activity is to improve and sustain the integration of GBV prevention and response with HIV, Maternal, Newborn, and Child Health (MNCH), and Family Planning (FP) services and to strengthen health systems with community and facility linkages to care and treatment.

The Activity will build on current activities by prioritizing reach to children, adolescents, and young adults in alignment with the most recent Burundi Demographic and Health Survey (DHS) 2016-2017, stakeholder consultations, and President's Emergency Funds for AIDS Relief (PEPFAR) guidance, as well as aim towards sustained impact.

The Activity will address GBV prevention, case identification, and response as part of integrated service delivery in health facilities and technical assistance for sustained impact. The Activity will continue to implement GBV prevention interventions through work with community members/leaders (females, males, community and religious leaders, Community Health Workers, and Civil Society Organizations, and others) trained on gender norms and GBV. In addition to GBV prevention, the Mpore Activity will improve psychological support for GBV survivors and will reinforce the integration of GBV case identification and response through enhanced community-facility linkages along with strengthened capacity of health facilities to reach as many victims of violence as possible.

### **Tasks description for the position**

The Strategic information and Knowledge Technical Advisor is responsible for designing and implementing systems to ensure appropriate tracking and assessment of all Activity interventions. He/she is primarily responsible for reporting on Activity outputs and outcomes and for ensuring quality of interventions.

### **Tasks and responsibilities**

These responsibilities include:

- Lead the team in the development and implementation of the project performance monitoring plan in coordination with the Chief of Party, local M&E team and local stakeholders, to address performance and project results, including routine service delivery reports, baseline and final evaluations, and any control for process and outcome evaluations.

- Complete the databases used by the project and develop and oversee the data flow model for the project which will ensure timely data collection and reporting.
- Lead in the design of routine data collection tools and evaluation questionnaires
- Use data to contribute to strategic decision making and project planning and management.
- Support strategic implementation activities with key stakeholders to learn from project data and adapt interventions as needed.
- Lead the evaluations, surveys and evaluation studies and provide technical assistance.
- Lead the development of innovative actions to improve data collection and use at all levels (e.g. application of mobile phone technology).
- Provide technical assistance and make concrete propositions in the implementation of methods aimed to improve the project management and the quality of data.
- Conduct data audits to ensure the quality of data collected with RDQA tools on a quarterly basis.
- Prepare periodic report to be submitted to Donor, Burundi Government and to ANSS national coordination
- Provide technical support and supervision the M&E team
- Ensure the archiving of data and reports and their security.
- Perform any other tasks ordered by his supervisor.

**Qualifications required:**

- Master's degree or higher in public health evaluation, public health, epidemiology, statistics, demography or related field;
- Demonstrated experience in monitoring and evaluation of HIV/AIDS and/or GBV Activities of similar scope and size;
- Demonstrated experience in developing and managing data, data collection systems, analytics, and informatics solutions in the health sector preferably with experience in Burundi;
- Demonstrated ability to develop and implement quality assurance systems;
- Demonstrated familiarity with national GBV and HIV care and support policies and plans;
- Demonstrated strong interpersonal, writing, and oral presentation skills in English and French.

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