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| **Job Title:** | TRACE National Coordinator |
| **Reports To (Title):** | ICAP Country Director, Nigeria |
| **Incumbent** | NEW |
| **Location:** | Abuja, Nigeria |
| **Date:** | September 2019 |

**Position Summary:**

ICAP at Columbia University has received funding to provide technical assistance to the Nigeria (MOH) and in-country implementing partners in Nigeria to establish a Tracking with Recency Assays to Control the Epidemic (TRACE) program funded through the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR). The TRACE program will monitor epidemic trends, inform rapid programmatic responses at national, local and individual levels and accelerate progress towards epidemic control. ICAP is tasked to provide technical assistance in scaling up the use of rapid recency assays at HIV testing sites and build data systems to capture recency data to characterize emerging hotspots and help target prevention interventions. In Nigeria, TRACE rollout will take place in Akwa Ibom, Benue, FCT, Lagos and Rivers states.

Reporting to the ICAP Nigeria Country Director, the TRACE Coordinator will provide day-to-day management of operational and technical activities associated with the TRACE project in Nigeria. The TRACE Coordinator will provide guidance and serve as a direct liaison to the TRACE Nigeria implementing partners, will serve as a member of the Nigeria recency technical working group (TWG), and will check-in and provide regular updates to the TRACE headquarters team in New York. The objective of this position is to enhance surveillance of HIV recent infections to inform public health response strategies and interventions that contribute to reaching and sustaining HIV epidemic control in Nigeria. T

This position is grant funded.

**Major Accountabilities:**

The TRACE National Coordinator will assume the following responsibilities:

* Oversee full administration of the project in Nigeria
* Provide oversight of the operational and technical work being conducted by the TRACE implementing partners and health facilities in Nigeria
* Provide above-site monitoring and implementation support for roll out of recency and viral load testing and data capture and management
* Coordinate inputs and deliverables of ICAP technical experts to advance TRACE workplan
* Coordinate capacity development efforts in the use of recency data for program improvement
* Direct all activities, outputs, and outcomes related to project management and administration, including reporting, execution of project plans, and project performance monitoring and evaluation at center and site level for TRACE in Nigeria
* Represent the project as assigned by the ICAP Nigeria Country Director or the TRACE headquarters team in New York on matters pertaining to the execution of program-related activities with governmental partners, CDC and other partners
* Present progress, achievements, and lessons learned to key stakeholders, including CDC, governmental partners, and other implementing partners
* Increase the visibility of the project through representation at high-level visits with the CDC
* Support dissemination of project findings, including performance of rapid recency tests, description of the surveillance structure developed to monitor recent infections, and trends and patterns of recent infections across countries.

**Education:** Advanced degree in epidemiology, demography, public health, or related health, medical, or social science discipline; master’s degree at minimum, doctoral-level degree preferable.

**Experience, Skills, and Minimum Required Qualifications:**

* At least eight (8) years of experience in the management of large-scale health or development projects, with proven capacity in building and managing a diverse team of technical and support staff
* Ability to coordinate a team of technical experts with varied background (information system developers, epidemiologists, health care service providers, etc.)
* Demonstrated ability to work with a variety of stakeholders (e.g. Ministry of Health, local government authorities, partner organizations, civil society and donors)
* Demonstrated experience in facilitating the dissemination and use of disease surveillance data
* Demonstrated competence in the analysis of disease surveillance data
* Demonstrated competence working within CDC or similar regulations and procedures
* Proven experience in establishing working relationships and collaborating with USG, other bilateral and/or multilateral donor agencies, and with host-country governments.
* Fluent English oral and written communication skills; ability to interact professionally in English.