

## TERMS OF REFERENCE FOR THE CCM SECRETERAT.

### I. CCM Coordinator

The CCM Coordinator is responsible for senior-level management of programmatic, operational and financial systems under the direct supervision of the Chairman, CCM. The CCM Coordinator will work with the Chairman, Finance Officer and the M&E Officer, to ensure that activities supported by the Global Fund in Bhutan are effectively and efficiently facilitated as well as coordinate the skill/human resource needs for grant implementation in the respective disease components.

#### **Position Description:**

Working under the direct supervision of the Chairman Bhutan CCM, the CCM Coordinator would oversee the CCM Secretariat based in Ministry of Health and ensure timely follow through of all duties of the Bhutan CCM for the success of the Global Fund funded activities. The duties as listed below which will be both administrative and technical, shall include assignments that may be both sensitive and confidential in nature:

- The provision of administrative and secretarial support to Bhutan CCM including special projects, work flow, appointments, correspondence, grant proposals, meetings, budgets, data compilation and records control
- Ensuring that the Bhutan CCM complies with its governing document and any other relevant legislation or regulations
- Responsible with all financial matters including budgeting, work plans, expenditure and reporting. Manage and control the inventory of all equipments and supplies in the Secretariat of the Bhutan CCM.
- Developing and circulating monthly and special reports to members of the Bhutan CCM.
- Organizing and documenting (minutes) the Bhutan CCM membership meetings, subcommittee meetings and any other meetings necessary for the Global Fund process and/or as directed by the Bhutan CCM.
- Organize and maintain various CCM secretariat files and records
- Actively participate in the preparation of manuscripts, grant proposals, statistical reports, tables and charts.

#### *Qualifications*

- A minimum of 3-5 years of demonstrated experience in successfully managing projects related to health. Having prior experience of working in Health will be an advantage.
- A minimum academic qualification of a Masters Degree. Masters degree in public health, international development or health related will be an asset.

- Additional requirement includes, experience in the management of large-scale international-funded projects
- Knowledge and experience with standard contracting, grants administration, management systems, operational procedures, budgeting and financial reporting required
- Excellent networking, oral and written communication skills
- Excellent knowledge and use of various computer application skills
- Knowledge and understanding of the Global Fund processes will be an advantage.

*Key Skills & Competencies:*

- leadership, management & team-building
- resources management, budgeting, finance
- understanding of program oversight
- logistics, coordination & planning management
- communication, presentation, advocacy
- ability to mobilize resources
- aptitude to work in donor-funded environment

*Key Qualities:*

- forward-moving, results-focused, optimistic
- able to work under pressure and to deadlines
- able to develop strong vision and articulate same effectively
- able to analyze rapidly and take informed action without undue delay
- able to synthesize information and communicate appropriately to diverse audiences
- responds to challenges with enthusiasm
- able to build capacity in team
- able to delegate efficiently

❖ Candidates applying are required to submit the following documents:

1. Curriculum Vitae;
2. Attested copies of academic transcripts; (Academic Marks of Class X and XII, Bachelors degree, Masters degree)
3. Attested copies of relevant training transcripts;
4. Attested copy of the Bhutanese citizenship identity card;
5. Attested copy of Security Clearance Certificate;

6. Attested copy of Medical Fitness Certificate issued by an RGoB physician; and
7. No Objection Certificate, if employed.

## 2. Assistant M&E Officer

The Program Officer M&E will work with the CCM Coordinator and other CCM Secretariat staff to provide technical assistance in the area of analysis, reporting and presentation of data on all the CCM and grants implementation program areas (HIV/AIDS, Malaria and TB). The Officer shall be responsible for capacity building in the area of data analysis and use of software for data analysis and presentations. Provide technical assistance to Principal Recipients (PRs), Sub-Recipients (SRs) and collaborating organizations in the development, application and use of Global Fund/CCM models for HIV/AIDS, Malaria and TB. Provide technical assistance and capacity building to collaborating organizations of the Bhutan CCM in the analysis and presentation of data for use in advocacy and in model applications. The Officer will have prime responsibility for populating and maintaining the CCM oversight tools and serves as the direct secretarial support to the Grants Oversight Committee of the CCM for Grants Performance and Financial Oversight. Facilitate all research-related activities of the Global Fund in Bhutan. The selected candidate shall carry out any other duties that may be assigned by the Executive Secretary.

### *Qualifications*

- A bachelor's degree with 3-5 years working experience in governmental or non-governmental or international organizations, NGOs in the area of health.
- Masters degree in Public Health will be an advantage.
- A demonstrated understanding in the planning, monitoring and evaluation of project is desired.
- Knowledge of key stakeholders in HIV/AIDS, Malaria and TB in Bhutan is an advantage
- Excellent interpersonal communication, writing and computer skills (Excel and Word) are required
- Good organizational skills and exceptional problem-solving abilities

### *Key Skills & Competencies:*

- Demonstrated experience of programmatic M&E in the health sector
- Ability to design and implement M&E tools (IT, other) to facilitate CCM oversight and effective grant implementation
- Understanding of performance-based funding principles
- Experience of training / capacity building in use of M&E tools and systems.

### *Key Qualities:*

- Proven ability to set, track and work to deadlines
- Ability to work under pressure, respond rapidly
- Ability to tailor communication to diverse audiences

- Ability to work autonomously and still provide regular quality feedback to line management, stakeholders
- Rigorous, self-monitoring
- Strong creative, innovative element

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2. Attested copies of academic transcripts; (Academic Marks of Class X and XII, Bachelors degree)
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