

Job Description

Position: Program Officer, C-Change Jamaica

Supervisor: Technical Advisor

Project Summary: Communication for Change (C-Change) is a social and behavior change communication (SBCC) project funded by the United States Agency for International Development's (USAID) Global Health Bureau. C-Change's mandate is to improve the effectiveness and sustainability of communication as an integral part of development efforts across all aspects of health, as well as environmental conservation and civil society strengthening. C-Change works with global, regional, and local partners to use communication to change individual behaviors and social norms, supported by evidence-based strategies, state-of-the-art training and capacity strengthening, and operations and evaluation research. C-Change places special emphasis on building capacity in the South to implement high quality communication activities and on changing social norms through catalyzing "horizontal" communication within communities.

Through bilateral funding from USAID/Jamaica, C-Change will provide SBCC and strategic information capacity strengthening support at local and national levels to the Ministry of Health (MOH) and civil society organizations towards the prevention and mediation of HIV among most-at-risk populations (MARP) with an emphasis on sex workers (SW) and men who have sex with men (MSM) in Jamaica and the Bahamas.

Position Summary: The Program Officer will provide day-to-day coordination and technical support to partner organizations in Jamaica and the Bahamas in the areas of SBCC, capacity strengthening, monitoring and evaluation (M&E), and community outreach. S/he will be responsible for ensuring the collection of quality M&E data and ensuring smooth execution of training and other workshop events.

Essential Job Functions:

- Assist in the planning, development, and facilitation of workshops to build the capacity of potential grantees and Government and civil society partners in SBCC capacity strengthening and monitoring and evaluation.
- Under the guidance of the technical advisor, provide ongoing technical assistance and mentoring to partners' SBCC activities.
- Orient and provide assistance to new grantee NGOs working with SW and MSM towards the finalization and quality implementation of SBCC activity plans.
- Support partner organizations in submitting new and existing SBCC materials to *C-Hub* database.
- Provide quality assurance to the printing and dissemination of SBCC materials.

- Oversee collection of ongoing monitoring and evaluation data from partners related to C-Change reporting, including the use and dissemination of SBCC materials. Provide technical assistance to partners as needed in towards quality reporting.
- Conduct data entry for Project M&E initiatives and generate reports as needed.
- Coordinate the management of the project filing system and documentation.

Education: Degree in a relevant field, such as Communication, Health, International Health, Social Science, etc. Master's degree preferred.

Experience: At least three years of experience in developing and conducting communication and/or capacity strengthening programs using a competency-based approach. Knowledge and experience in SBCC and experience working in a USAID or donor-funded Project preferred. HIV experience required (MARP experience preferred).

Skills:

- Ability to work independently, assess priorities, and manage a variety of activities.
- Strong interpersonal, supervisory, and organizational skills.
- Excellent problem-solving skills.
- Experience with and a high-degree of competency using Windows-based computer programs, including Excel.