



Drug Free and Preventive
Healthcare Organization
(DAPHO)

#31 Dove School Road,
Osong Ama, Uyo, Akwa Ibom State
<https://dapho.org>

The Drug Free and Preventive Healthcare Organization (DAPHO) is implementing Community-Led Monitoring (CLM) through Community-Based Organizations (CBOs) as part of the Global Fund's National TB & HIV Reach and Impact Project (NTHRIP) in Akwa Ibom State.

The primary goal of the CLM initiative is to adopt a data-driven approach to improve service delivery and health outcomes for end-users at both the facility and community levels. By engaging selected community organizations, the program will collect critical evidence to evaluate the availability, accessibility, affordability, and quality of HIV, TB, and malaria services—especially for the general population and key vulnerable groups

Position(s): Program Officer, Monitoring & Evaluation (M&E) Officer, Finance Officer, Data Collectors – General Population, Adolescent and Young Person.

Location: Akwa Ibom State

Duration: 1 Year

Program Officer	
<p>Responsibilities:</p> <ul style="list-style-type: none">• Oversee program activities related to the implementation of Integrated CLM at the CBO level.• Support the day-to-day administrative and technical aspects of CLM implementation.• Work closely with the CBO project team to collect, organize, and analyze field data and reports.• Coordinate program activities both at the project site and in the office.• Build and maintain relationships with primary care providers, the CBO project management team, and other stakeholders to support	<p>Requirements:</p> <ul style="list-style-type: none">• Bachelor's Degree or HND in Social Sciences or a related discipline.• Minimum of 2 years of previous work experience with Global Fund HIV/TB/Malaria or PEPFAR grants.• At least 3 years of experience working with an NGO or CBO implementing HIV, TB, or Malaria interventions.• Minimum of 2 years of practical knowledge in HIV care and support interventions in Nigeria, particularly with PLHIV, PPW, AGYW/AYP, and key populations (KP).• Proficiency in Microsoft Office,

<p>project advocacy goals.</p> <ul style="list-style-type: none"> • Assist the project team in distributing advocacy materials such as briefs, fact sheets, and press releases. • Organize advocacy events at the CBO level to promote project priorities. • Facilitate meetings with key stakeholders to ensure collaboration and support for the project. • Provide regular reports on CBO activities related to Integrated CLM implementation. • Conduct health talks, health education sessions, nutritional and career counseling, and HIV awareness programs. • Develop a monthly work plan for the CBO, breaking down program activities into detailed tasks with timelines and scope. • Carry out periodic supportive supervision visits to service delivery points. • Perform any other duties assigned by your line manager. 	<p>including Word, Excel, and PowerPoint.</p> <ul style="list-style-type: none"> • Excellent communication skills (both verbal and written), with the ability to understand and speak the local language. Attention to detail, strong organizational skills, and the ability to work independently are essential.
Monitoring & Evaluation (M&E) Officer	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Provide technical support to case managers, mentor mothers, and data collectors for accurate data entry using approved tools. 	<p>Requirements:</p> <ul style="list-style-type: none"> • A University Degree or HND, preferably in Computer Science, Statistics, or Economics. • Minimum of 2 years of prior

<ul style="list-style-type: none"> • Work closely with healthcare providers and facility records teams to ensure that project data is properly documented in relevant registers and aligned with standard tools. • Coordinate data collection at service delivery points to ensure consistency between community and facility-level data and alignment with project indicators. • Offer orientation and ongoing technical support to primary care providers on how to use community tools and ensure their data aligns with facility records before preparing reports. • Collaborate with facility staff and primary care providers to maintain consistent and accurate data across service points. • Liaise with focal persons in different facility units (ART, ANC, PMTCT, M&E, Lab, Referral, etc.) to harmonize data reported by primary care providers. • Retrieve and organize source documents for desk review and conduct data validation at the CBO level. • Work with service providers to resolve data inconsistencies or gaps and verify accuracy before final entry. • Alert the facility M&E focal person and state team about unresolved data issues or risks, such as missing or inconsistent data. • Collect completed data from service points at scheduled reporting periods and submit to the next reporting level. 	<p>experience working on Global Fund HIV/TB/Malaria or PEPFAR-funded projects.</p> <ul style="list-style-type: none"> • At least 3 years of experience with an NGO or CBO implementing HIV, TB, or Malaria interventions. • Minimum of 2 years of hands-on experience in HIV care and support programs in Nigeria, particularly working with PLHIV, PPW, AGYW/AYP, and key populations (KP). • Proven ICT skills, with experience in developing MIS software using database applications (an added advantage). • Proficiency in data analysis using statistical software (an added advantage). • Strong training and facilitation skills, especially in community-based settings.
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<ul style="list-style-type: none"> • Compile regular M&E and progress update reports as needed. • Guide service providers in continuously updating patient records to ensure complete and accurate data entries after validations. • Support training for the CBO project team on M&E and Management Information Systems (MIS). • Prepare an Issues Log and Risk Log at the CBO level to support Integrated CLM implementation. 	
Finance Officer	
<p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Ensure proper internal control systems and accounting processes are in place, in line with donor guidelines for financial reporting and audits. • Promote prudent financial management and ensure value for money in all transactions. • Verify that all financial transactions are properly authorized and supported with accurate documentation. • Ensure timely payments to staff, vendors, and for all statutory deductions. • Monitor staff compliance with the retirement process and ensure timely retirement of advances, 	<p><i>Requirements:</i></p> <ul style="list-style-type: none"> • A four-year degree or HND in Accounting, Finance, or Bookkeeping. • Minimum of 3 years' experience as a Finance Officer in an NGO or CBO. • At least 2 years of prior experience working on Global Fund HIV/TB/Malaria or PEPFAR grants. • At least 3 years of experience in implementing HIV, TB, or Malaria interventions within an NGO/CBO setting. • Strong written and verbal communication skills. • Solid organizational and planning abilities.

<p>following organizational policies.</p> <ul style="list-style-type: none"> • Prepare and submit accurate financial reports to the Sub-Recipient (SR) on time. • Oversee the preparation of project accounting ledgers and financial records according to best practices and standards. • Maintain proper filing and organization of all financial documents. • Support audit preparation activities as needed. • Perform any other duties assigned by SR or Principal Recipient (PR) management. 	<ul style="list-style-type: none"> • Excellent attention to detail, with strong accuracy and problem-solving skills. • Good interpersonal skills and the ability to build effective working relationships at all levels. • Proven ability to work well in a team environment. • Budget management skills are essential.
Data Collectors – General Population	
<p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Enter and maintain accurate data in the appropriate systems and databases. • Ensure all collected data is properly documented and entered into the designated system. • Submit data on time, as required by supervisors. • Follow all data collection protocols and organizational guidelines. • Build and maintain positive relationships with local stakeholders, including community members, local officials, and facility staff, in line with NEPWAN 	<p><i>Requirements:</i></p> <ul style="list-style-type: none"> • Minimum of OND, NCE, HND, or BSc (preferred). • Ability to use smartphones or tablets and accurately complete digital forms. • Familiarity with local service delivery points and community structures. • Ability to communicate in the local language and write in simple English. • Must be a recognized member of their respective constituency (PLHIV, KP, or AYP).

standards. <ul style="list-style-type: none"> • Support basic data analysis to identify patterns and insights that inform strategic decisions. • Ensure all data collection activities comply with relevant regulations and data privacy standards. • Suggest improvements to enhance data collection methods and processes. 	<ul style="list-style-type: none"> • Demonstrated passion for community advocacy, health rights, and accountability. • Willingness to be deployed across multiple service delivery points within the state.
Data Collector – Adolescent and Young Person	
<i>Responsibilities:</i> <ul style="list-style-type: none"> • Accurately input and maintain data in the relevant systems and databases. • Properly document and enter all collected data into the designated system. • Submit data promptly, as required by supervisors. • Follow all data collection protocols and organizational guidelines. • Build and maintain good relationships with community members, local officials, and facility staff, in line with NEPWAN standards. • Support data analysis to identify trends and insights that inform strategic decisions. • Ensure data collection processes follow relevant regulations and privacy standards. 	<i>Requirements:</i> <ul style="list-style-type: none"> • Must be between 18 and 35 years of age. • Minimum qualification of OND, NCE, HND, or BSc (preferred). • Able to use smartphones or tablets and complete digital forms accurately. • Familiar with local service delivery points and community structures. • Able to communicate in the local language and write in simple English. • Demonstrated passion for community advocacy, health rights, and accountability. • Willing to be deployed across multiple service delivery points within the state.

<ul style="list-style-type: none">• Suggest ways to improve data collection methods and procedures.	
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All applications (cover letter and CV in a single document) must be submitted via email to info@dapho.org. Please include the position applied for in the subject line and address the email to the Project Manager. Applications must be received on or before **Friday, May 2, 2025**.