

## **Vacancy for the Post of Executive Secretary/Oversight Officer to Country Coordination Mechanism (CCM), Global Fund, Sri Lanka – (Contract Basis)**

The Chair of the Country Coordinating Mechanism (CCM), Sri Lanka calls for applications for the post of Executive Secretary/Oversight Officer of CCM Sri Lanka on contract basis. The CCM Sri Lanka is receiving grants from the Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM) to control Malaria, Tuberculosis and HIV/AIDS in Sri Lanka.

### **Duties:**

The Executive Secretary/Oversight Officer leads the CCM Secretariat and is accountable to the CCM and its leadership. The CCM Executive Secretary/Oversight Officer supports the CCM to effectively implement a national disease strategy that pursues the goal of ending the diseases as pandemics by 2030. The CCM Executive Secretary/Oversight Officer facilitates the work of the CCM by enabling an effective governance mechanism using highly proficient political and technical skills. This position maintains a repository of CCM documents, mediates in areas of dispute amongst members, acts as an advisor for the CCM in-country, and serves as a bridge between national stakeholders and the Global Fund Secretariat.

With regard to support to the oversight function the specific objectives of the position will be to;

1. Support the CCM to address the issues with the oversight function identified in the Evolution threshold assessment.
2. Facilitate and support analytical data-driven discussions and decision-making.
3. Provide support to oversight planning and implementation.
4. Provide technical and administrative support to the CCM oversight committee.

### **Key areas of responsibilities**

Core Function 1: Operations - Lead the CCM Secretariat and support the operational structures of the CCM

Core Function 2: Oversight - Enhance the efficiency of oversight procedures with a view to addressing the weaknesses identified in the Evolution threshold assessment

Core Function 3: Positioning - Facilitate political discussions and strengthen sustainability efforts

Core Function 4: Engagement - Foster the meaningful, inclusive and active participation of key stakeholders with a view to addressing the weaknesses identified in the Evolution threshold assessment

### **Qualifications:**

Preferably a Medical Graduate (from a recognized local or foreign university) with Post Graduate qualifications in public health, finance, public administration or business administration, or any related field.

### **Experience:**

1. At least 7 years of professional experience (international or national) working in planning, and management in the humanitarian sector.
2. Solid experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international level.
3. Rich professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.
4. Solid understanding and experience of strategic, organizational, financial and management issues.
5. Solid understanding of Global Fund processes and its funding model.
6. Solid understanding of the strategic value of key population/PLWD engagement and the particular efforts required to make it work in a meaningful way.
7. Experience in public health and disease program management with focus on HIV/AIDS, tuberculosis and malaria.
8. Excellent computer literacy, highest proficiency in English with fluency in Sinhala and/or Tamil language, demonstrated strong communication skills (written and oral) are required.
9. Documented experience of managing a team.

### **Age Limit & Salary:**

- Age - open
- Salary – Rs. 250,000/= per month + travelling allowance

### **General Conditions:**

- The Officers who are serving in public sector or state organization should sent their application through their respective heads of Institutions.

- Position will be located in CCM Secretariat in Colombo.
- The initial contract period will be for one year, with 6 months' probation and provision for renewal. Annual performance evaluation will determine renewal of contract (3 years) provided there is available funds.
- Only short-listed applicants will be called for an interview.
- Selected applicants should be able to take up the appointment by 1<sup>st</sup> September 2022.

Applicants should submit a brief resume of their relevant experience and educational qualifications and give reasons for being suitable for the post. Please visit following link for further details. <http://www.malariacampaign.gov.lk/en/public-notices/vacancies>

Application must be emailed to [ccmsrilanka@gmail.com](mailto:ccmsrilanka@gmail.com) and stated “**Application for the Post of Executive Secretary/Oversight Officer, CCM Sri Lanka**” in the subject line. The application should receive on or before **10<sup>th</sup> July 2022**.

**S. Janaka Sri Chandraguptha, Chair/CCM, Secretary/Ministry of Health,  
385, Rev. Baddegama Wimalawansa Mawatha,  
Colombo10.**

## Terms of Reference – Sri Lanka CCM Secretariat Executive Secretary/Oversight Officer

### Background

The Country Coordinating Mechanism (CCM) is a national committee of voluntary members that submits funding applications to the Global Fund to Fight AIDS, Tuberculosis and Malaria, oversees the grants on behalf of their country and ensures alignment with the national response. The Secretariat of a CCM facilitates the mandate and supports the CCM in both the execution of its decisions and coordination of its activities. The roles and responsibilities of the CCM Secretariat are to assist the CCM to execute its core functions in the areas of Oversight, Engagement, Positioning and Operations.<sup>1</sup>

In 2021 Sri Lanka CCM underwent a CCM Evolution threshold assessment. The assessment found significant issues in the area of Oversight.<sup>2</sup> As a result, the Global Fund proposed a revision to the role of the Executive Secretariat to strengthen its support to the Oversight function and address the issues identified in the threshold assessment.

This TOR is therefore for an Executive Secretary position with an integrated Oversight Officer role. Oversight is a key function of the CCM, focusing on the essential financial, programmatic and management performance of the grant portfolio. It is informed by the use of strategic information and a risk management approach. The Executive Secretary/Oversight Officer position will play a key support role for this function, which ranges from facilitating logistical arrangements and coordination with the oversight committee, to information synthesis and analysis.

### Job Description

The Executive Secretary/Oversight Officer leads the CCM Secretariat and is accountable to the CCM and its leadership. The CCM Executive

<sup>1</sup> Definitions of the four core areas can be found here <https://www.theglobalfund.org/en/country-coordinating-mechanism/evolution/>

<sup>2</sup> Details of the specific issues identified can be found in the threshold assessment tool that was endorsed by Sri Lanka CCM on November 2<sup>nd</sup> 2021.

Secretary/Oversight Officer supports the CCM to effectively implement a national disease strategy that pursues the goal of ending the diseases as pandemics by 2030. The CCM Executive Secretary/Oversight Officer facilitates the work of the CCM by enabling an effective governance mechanism using highly proficient political and technical skills. They maintain a repository of CCM documents, mediate in areas of dispute amongst members and act as an advisor for the CCM in-country. They also serve as a bridge between national stakeholders and the Global Fund Secretariat.

With regard to support to the oversight function the specific objectives of the position will be to;

1. Support the CCM to address the issues with the oversight function identified in the Evolution threshold assessment.
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4. Provide technical and administrative support to the CCM oversight committee.

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**Reporting and Communication Lines**

The Executive Secretariat/Oversight Officer reports to the CCM chair and is accountable to the CCM through its Executive Committee. The position liaises and coordinates with all CCM sub-committees and taskforces, the CCM Secretariat Staff, the Country Team (during country visits), the CCM Hub and the Principal Recipients.

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**Key areas of responsibilities****Core Function 1: Operations - Lead the CCM Secretariat and support the operational structures of the CCM**

- Respond to the operational needs of the CCM particularly supporting CCM leadership, including ensuring all members are knowledgeable about Global Fund strategic and technical directives and guidelines, and enabling member engagement as required (coordinating logistics, facilitating participation and circulating minutes).
  - Lead the Secretariat team in supporting CCM members and fulfilling its obligations to the Global Fund such as financial reporting on CCM funding and adherence to CCM eligibility requirements.
  - Lead the Secretariat team in supporting CCM committees: those that are permanent (e.g., executive, oversight, proposal development) and temporary (e.g., elections).
  - Provide orientation and training to new CCM members or refresher trainings to existing CCM members.
  - Act as custodian and mediator of ethical and governance matters to protect the integrity of the CCM as a whole, such as applying the Ethical Code of Conduct to all CCM Secretariat staff and CCM members and resolving issues as they arise.
  - Ensure governance documents are periodically reviewed and revised as needed; revisions to be endorsed by CCM.
  - In coordination with the Global Fund Country Team, assist the CCM leadership in the development, costing and implementation of annual CCM priorities, including identifying related capacity gaps.
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- Develop procedures (including ToRs informed by all relevant stakeholders) and templates for Global Fund-related processes, such as assessments of the performance of the CCM, and financial management of the CCM Secretariat budget.
- On a continuous basis, document information regarding CCM operations and ensure robust management of key documents.

**Core Function 2: Oversight - Enhance the efficiency of oversight procedures with a view to addressing the weaknesses identified in the Evolution threshold assessment**

- Under the CCM leadership, support all relevant aspects of the Global Fund access to funding processes - national strategic plan, gap analysis, request for funding design stages through the final signature of Global Fund grants by Principal Recipients (PRs) - and ensure that all processes are documented, led and informed by appropriate data-based decision-making.
- Lead on the development of the CCM oversight plan, and ensure its full implementation inclusive of data collection from the PRs, site visits, constituency engagement in oversight processes, data analysis, and managing the processes needed for Oversight Committee analyses and recommendations to be presented into the CCM for decision making and follow up.
- Provide leadership and administration support to the Oversight Committee in building effective collaborative relationships with the PRs.
- Accompany the CCM through the process to access Global Fund support, including coordinating the country dialogue and PR selection process.
- After the grant-making process, in partnership with the Global Fund Country Team and with the relevant resources from the CCM Secretariat team, oversee a “knowing your grant” orientation of the CCM.
- Advocate on behalf of national stakeholders and CCM members on areas of Global Fund-related requirements linked to accessing the country’s full Global Fund grant allocation. This includes the country adhering to co-financing commitments and/or PRs improving grant performance.
- Support the CCM (through the oversight committee) to actively oversee and manage risks, by ensuring that they are adequately identified and mitigated. This includes taking part in the development of risk assurance planning and validation processes.
- Support the oversight committee in tracking the status of co-financing commitments using available tools or procedures.

**Core Function 3: Positioning - Facilitate political discussions and strengthen sustainability efforts**

- Support harmonization and alignment between the CCM and all other significant coordinating platforms in the country to strengthen efficiency.
- Attend and support other national health platforms to bring the voice of the CCM and also to identify synergies in the coordination of health and donor investment.
- Facilitate the CCM’s role in sustainability and transition planning and implementation, including ensuring strong inclusion of civil society and

participating in efforts to strengthen sustainability of Global Fund investments.<sup>3</sup>

**Core Function 4: Engagement - Foster the meaningful, inclusive and active participation of key stakeholders with a view to addressing the weaknesses identified in the Evolution threshold assessment**

- Work with the Global Fund Country Team, CCM Hub, PRs and CCM to discuss Global Fund communications, and guide the CCM on their implications for actions and relevant adjustments.
  - Engage with senior government officials to promote the role of the CCM in the national health landscape.
  - Lead in ensuring that CCM elections happen as described in the governance documents, with all constituencies receiving the necessary administrative, logistical and (if needed) technical support to ensure constituency-governed election processes and meaningful representation on the CCM.
  - Ensure that credible and verified community input on the CCM is brought to high-level government discussions in order to drive a more informed response to the three diseases.
  - Develop and oversee the implementation of action plans to enhance key population engagement in CCM structures
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Performance Metrics	Key Task/Activity	SMART Metrics
	<p>1. Operations - Lead the CCM Secretariat and support the operational structures of the CCM</p>	<ul style="list-style-type: none"> <li>i. All CCM members oriented, including on Ethical Code of Conduct, within three months of becoming a member.</li> <li>ii. CCM Governance documents reviewed and updated at least every two years.</li> <li>iii. All CCM committees and taskforces have clear TORs delineating their membership and mandate</li> <li>iv. Programmatic data is available on time for oversight and funding request processes.</li> <li>v. CCM funding budget at 95% absorption over the three-year funding cycle.</li> </ul>
	<p>2. Oversight - Enhance efficiency of oversight procedures following Global Fund processes</p>	<ul style="list-style-type: none"> <li>i. Biannual oversight orientation for all new oversight committee members inclusive of one “knowing your grant” activity.</li> <li>ii. Quarterly tracking and reporting on the absorption of resources available for oversight within the CCM funding agreement.</li> <li>iii. Timely submission of analysis/technical summaries/completed oversight tools to support the oversight committee meetings. At least five working days before each meeting is considered best practice.</li> <li>iv. Timely submission of draft minutes of oversight committee’s quarterly meetings with PRs to the oversight committee. Three working days after each meeting at the latest is considered best practice.</li> <li>v. Timely submission of site visit reports to the oversight committee chair. Three working days after each visit is considered best practice.</li> <li>vi. Fully documented country dialogue processes with supporting documentation submitted with Funding Requests.</li> </ul>
	<p>3. Positioning - Facilitate political discussions and strengthen sustainability efforts</p>	<ul style="list-style-type: none"> <li>i. Participate in two stakeholder consultations annually. Consultations should bring together stakeholders on coordinating and aligning platforms and include the civil society voice.</li> <li>ii. Documented dialogue with one high-level government official non- CCM member annually.</li> <li>iii. Strengthening sustainability – Ensure inclusion of sustainability and transition preparedness topics on the CCM meeting agenda; facilitate briefings on co-financing commitments every six months to the CCM.</li> </ul>
	<p>4. Engagement – Foster meaningful, inclusive and active</p>	<ul style="list-style-type: none"> <li>i. Key population substructures fully documented and included in updated CCM governance manual.</li> </ul>

participation of key stakeholders	ii.Action plan to enhance KP engagement implemented iii.Annual performance evaluation that includes CCM member feedback. iv.CCM renewals conducted on time and to standards set out by the CCM governance manual and Global Fund principles
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**Candidate Profile**

**A. Qualifications**

**Essential:**

Advanced degree in public health, finance, public administration or business administration, or related field.

**B. Experience**

**Essential:**

- Solid experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international level.
- Rich professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.
- Solid understanding and experience of strategic, organizational, financial and management issues.
- Solid understanding of Global Fund processes and its funding model.
- Solid understanding of the strategic value of key population/PLWD engagement and the particular efforts required to make it work in a meaningful way.
- Excellent written and verbal communication skills.

**Desirable:**

- At least 7 years of professional experience (international or national) working in planning, and management in the humanitarian sector.
- Experience in public health and disease program management with focus on HIV/AIDS, tuberculosis and malaria.
- Documented experience of managing a team.

## **C. Competencies**

### **Languages:**

Working level of English as well as knowledge of the local language (particularly the one most widely-spoken by key population representatives) are a requirement for this role.

### **Technical skills:**

- Proficient in Microsoft Office applications especially Excel / Access, email, internet and websites essential.
- Robust understanding of governance matters.
- High degree of organization, initiative and political awareness.
- Knowledge of public health issues.
- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN agencies and the private sector.
- Strong writing, presentation and communication skills and IT competences are essential.
- Ability to lead a team and set priorities while handling multiple tasks simultaneously.
- Previous development experience and/or background with government or private sector desirable.

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### **Period of Performance**

The initial contract period will be for one year, with 6 months' probation and provision for renewal. Thereafter, annual performance evaluation will determine renewal of contract (3 years) provided there is available funds.

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### **Attachments**

Annex 1 - Sample Activities of a CCM Secretariat  
Annex 2 - Detailed breakdown of the scope of Oversight support

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## **Annex 1 - Sample Activities of a CCM Secretariat**

### **Typical activities of a CCM Secretariat to support the CCM to meet its obligations include:**

- ✓ Coordinate CCM and subcommittee meetings;
- ✓ Support the CCM to establish, review and update its rules and regulation framework documents;
- ✓ Maintain CCM documentation and archives;
- ✓ Support the CCM in the oversight of both the implementation of Global Fund grants and performance of Principal Recipients;
- ✓ Support the CCM to manage the process of designing and developing proposals to submit to the Global Fund;
- ✓ Support the CCM in communication to Global Fund and stakeholders
- ✓ Support the CCM to address weaknesses identified in the Evolution threshold assessment and ensure compliance with Global Fund eligibility requirements; and
- ✓ Support the CCM in processes of information sharing and publicity.

## **Annex 2 - Detailed breakdown of the scope of Oversight support**

### **Support to Oversight Planning and Implementation**

- Develop and keep updated the CCM oversight plan in coordination with the oversight committee and obtain full endorsement for this plan by the CCM. Ensure the plan details specific activities, tools and methods for data collection, analysis and reporting, individual and/or constituency responsibilities, relevant elements and indicators related to risk management, issues related to sustainability or transition (where relevant), and realization of co-financing commitments / co-financing tracking.
- Assist the oversight committee in the implementation of the annual oversight work plan. Ensure the implementation of activities of the oversight process (i.e. collection of information, analysis, provision of recommendations to the CCM General Assembly, following up on actions decided by the CCM and sharing oversight information with the Global Fund on a frequent basis).
- Communicate/coordinate with Principal Recipients (PRs) in the preparation and presentation of reports into the Oversight Committee
  - Develop and provide appropriate templates and liaise with PRs to establish clear procedures and formats for frequent information sharing.

### **Technical and Administrative Support to the CCM Oversight Committee**

- Support the oversight committee in the implementation of oversight activities throughout the Global Fund's grant life cycle (i.e., funding request preparation, grant-making, implementation and closure).
- Support the preparation and implementation of quarterly oversight committee meetings, ensuring all relevant information is adequately synthesized and organized to facilitate discussions.
- Support the oversight committee in the preparation and implementation of information collection activities, including meetings with PRs, site visits, consultations with specific groups (e.g., community-based monitoring initiatives, where these exist).
- Develop and share procedures and templates to conduct site visits and support the oversight committee in their implementation. Whenever possible, leveraging other in-country field visits (e.g. field visits organized by the Ministry of Health and other donors, etc.). Specific tasks include:
  - Analysis of issues to be explored during the site visit.
  - Documentation of the site visit team's findings and recommendations.

- Submission of the site visit findings and recommendations to the oversight committee.
- Ensure that all oversight committee members are informed about Global Fund oversight policies, guidelines and tools.
- Develop minutes of oversight committee meetings, including recommendations provided and actions agreed.
- Track CCM decisions and actions based on the oversight committee's recommendations.

**Facilitate and support analytical data-driven discussions and decisions**

- Synthesize and analyse relevant information from different sources to support data-driven discussions of the CCM and its committees.
- Analyse data and triangulate with site visit reports to identify critical implementation and risk mitigation challenges of PRs.
- Support the oversight committee in tracking the status of co-financing commitments using available tools or procedures.
- Support the oversight committee presentations to the CCM.
- Ensure that information from community-based monitoring initiatives is considered and incorporated in the oversight assessments and reports.