



Career Opportunity

Applications are invited from suitably qualified persons to fill the following consultancy position within the **Jamaica Country Coordinating Mechanism (JCCM), HIV/STI/TB Unit, Ministry of Health & Wellness.**

OVERSIGHT CONSULTANT

JCCM Oversight Consultancy – National HIV/STI/TB Response

(Short-Term Technical Assistance Consultancy)

(6-Month Part-Time Consultancy)

OVERVIEW OF CONSULTANCY

The Jamaica Country Coordinating Mechanism (JCCM) is an independent multi-sectoral body established to coordinate and strengthen Jamaica's national HIV response in alignment with Global Fund requirements and national strategic priorities.

The JCCM is responsible for overseeing Global Fund-supported processes in Jamaica, including grant oversight, stakeholder coordination, performance monitoring, governance strengthening, and accountability mechanisms.

The Oversight Consultant will support the JCCM Oversight Committee and Secretariat in strengthening oversight systems, coordinating oversight activities, supporting site visits, synthesizing programmatic and financial data, and facilitating data-driven governance and decision-making processes.

KEY RESPONSIBILITY AREAS

Oversight Planning & Implementation

- Support the implementation and monitoring of the JCCM Oversight Plan;
- Coordinate oversight activities and follow-up actions arising from JCCM decisions;

- Liaise with Principal Recipients (PRs) and stakeholders regarding oversight reporting and presentations;
- Support risk management, sustainability, transition, and co-financing oversight activities.

Technical & Administrative Support

- Coordinate quarterly Oversight Committee meetings;
- Develop oversight tools, templates, reports, and meeting minutes;
- Support site visits and oversight documentation processes;
- Track oversight recommendations and action items.

Data Analysis & Reporting

- Synthesize and analyse programmatic and financial information;
- Prepare technical summaries and oversight reports;
- Support data-driven discussions and decision-making;
- Assist with grant performance monitoring and reporting tools.

MINIMUM REQUIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree in Social Sciences, Public Health, Population Studies, or a related field;
- Advanced degree would be an asset;
- Minimum of three (3) years' experience in Monitoring & Evaluation, grant oversight, or oversight support for internationally funded projects/programmes;
- Familiarity with Global Fund processes, donor compliance requirements, and governance/oversight frameworks would be an asset;
- Strong analytical, report writing, organizational, and communication skills.

CORE COMPETENCIES

- Oversight and governance support
- Data analysis and reporting
- Technical writing and minute preparation

- Stakeholder coordination
- Risk management awareness
- Strong communication and interpersonal skills
- Ability to work independently and meet strict timelines

CONDITIONS OF CONTRACT

- **Duration:** Six (6) Months – Part-Time Consultancy
- **Funding Source:** Global Fund Grant
- **Reporting Line:** JCCM Executive Committee / JCCM General Assembly
- **Work Arrangement:** Hybrid/As Required
- **Travel:** Travel may be required under the assignment

APPLICATION PROCESS

Interested applicants are invited to submit:

- Cover Letter;
- Curriculum Vitae;
- Proof of Qualifications; and
- Any other relevant supporting documents.

Applications should be submitted no later than **July 3, 2026**, to:

The JCCM Secretariat
Ministry of Health & Wellness
jccmsecretariat@moh.gov.jm

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.