

NTHABELENG MOTSOMI-MOSHOESHOE

PUBLIC HEALTH PRACTITIONER • M&E SPECIALIST • PROGRAMME MANAGER

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PROFESSIONAL SUMMARY

I am a committed, strategic thinking and highly focused public health practitioner, with a comprehensive knowledge, understanding and application of health measurements in the fields of HIV and AIDS Prevention Care and Support, TB and Sexual Reproductive Health and Rights. I possess strong managerial background with a wealth of mid-senior management level regional experience and cross sector exposure (*public, private and multilateral*). Good strategic appreciation and vision, able to build networks and partnerships and interaction with different donors and multilateral organizations. Self-driven and self-reliant, sets aims and targets and leads by example, collaborative approach with good interpersonal skills to engage, motivate and encourage others through change. Highly focused with a consistent track record of successfully delivering in line with organizational objectives. Currently working as a Regional M&E Officer and a Deputy Regional Programme Coordinator of a programme implemented in 10 Sub-Saharan African Countries and looking to continue a career in a senior management position.

SKILLS

Programme Management

- Project planning, development and implementation
- Strategy and Policy development and analysis
- Stakeholder analysis, networking and partnerships
- General management oversight,
- Evidence informed decision making
- Financial and budgets development, management and monitoring
- Resource mobilization position.

Monitoring and Evaluation

- Qualitative and quantitative data management - imputations, editing and analysis

- stakeholder selection
- information gathering and analysis
- Extensive report writing skills and formulation of strategic recommendations.
- Feedback dissemination & training report writing

Capacity Building/Training

- Develop training plans
- Adult training skills
- Training evaluations (Pre & Post)
- Feedback dissemination & training report writing

Epi-Research

- Study designs

- M&E planning – framework & tools development and SMART indicators development
- Establishment of Early warning systems
- Data base development and manipulations
- M&E Training and skills development
- Advanced feedback-follow-up skills
- Statistical Tools: STATA, EPI-Info, SAS
- Scientific (STROBE) protocol development and seeing it through ethical clearance Survey tools development & standardization
- Data collection, collation, cleaning & capturing
- Inferential & descriptive analysis & sound interpretation
- Extensive scientific report writing skills; peer review abstract development
- Referencing & citing
- Formulation of strategic recommendations.

Evaluations planning and execution

- Protocol development

WORK HISTORY

09/2008 to Current Programme Officer: M&E

United Nations Office On Drugs And Crime – PRETORIA, Gauteng

- **Monitoring:** Developed the M&E plans and reporting tools for the programmes and ensured adaptability and customization at country level, •provided technical assistance and support to member states on the development and maintenance of country specific M&E Frameworks, guidelines, tools development and indicator formulation, •Maintained track of activity implementation at regional and country level through monitoring of the workplans, and established an early warning system for any delays and failures in achieving project objectives.
- **Reporting:** Ensured accurate, timely, high quality reporting internally and to donors and partners/stakeholders, •Ensured close co-ordination and sharing of information with relevant colleagues throughout the organisation, •performed analysis and distribution of lessons learned through programmes and visits to and from the field and conferences, meetings and other events attended,
- **Evaluation:** Spearheaded mid-term & terminal programme evaluations, • Developed Terms of References and liaised with the UN Independent Evaluation Unit and the UN Evaluation Group on recruitment and supervision of independent evaluators. backstopped the entire evaluation process (Stakeholder mapping, data collection, Analysis and Report formulation). Planned and facilitated evaluation findings dissemination fora. triangulated lessons learned from the evaluation and developed good practice papers.
- **Research:** Spearheaded the development of global HIV Situation and Needs Assessment in Prison Settings Toolkit, and supervised HIV sero-prevalence and behavioural surveys undertaken in 10 Sub-Saharan countries using this toolkit. Spearheaded all other research undertaken by the unit, including Needs assessment of women who inject drugs in four

cities in South Africa. Developed and approved TORs for consultants, monitored subcontracts, grants, consultant agreements, and budgets with regard to periods of performance, deliverable schedules, and contractual requirements, • Supervised consultants carrying out ALL research undertaken on the programme, • ensured clearances by the Ethic Committees and dissemination of the reports.

- **Programme Management:** Provided technical support to the RPC, as management deputy, •Contributed to the inception and implementation of the HIV and AIDS in Prison Settings Programme in 10 Sub-Saharan Countries. Supported the HIV prevention among people who use drugs (Harm Reduction) programmes implemented in South Africa, Tanzania and Zanzibar. • Provided strategic support, planning and management oversight, technical support and back-stopping to the implementation, monitoring and evaluation of the programmes, •Provided high calibre relationship development and management with all key actors, stakeholders and donors, •Established partnerships and networking with other initiatives and like-minded agencies and organisations, • Ensured quality products are produced throughout programmes' implementation, •Developed new projects and project proposals, •Revised projects according to member states needs and donor instructions, •contributed to the resource mobilisation for new projects funding and/or projects additional funding, •managed budgets (>\$12,000,000.00), mainly donor funding from SIDA, The Netherlands (Dutch), Swiss (SDC), Norway and others.
- **Budgeting and Reporting:** monitored financial and tangible resources to ensure implementation and maintenance of appropriate financial systems are in compliance with the UN rules and regulations and donor requirements, •Kept track on online (system) programme burn rate to advise on requisitions
- **Risk management & Quality Assurance:** Implemented strategies and operational controls to minimize risk to the programme and organisation as a whole. •Ensured compliance with donor rules and regulations and UN policies and procedures, • Kept abreast of policies and procedures, incorporated new policies into operations and ensured appropriate communication with field projects of those changes.
- **Networking, Partnerships and Relationship Management:** Developed strategic & sustainable partner networks and relationships with stakeholders, donors and programme beneficiaries. Maintained close communication and liaison with Donors. Build and maintained rapport with programme beneficiaries, that won trust of authorities in all 10 Sub-Saharan African Countries.
- **Human Resources Management & Development (HRMD):**•Maintained a pro-active and positive approach to the support, facilitation, personal development and management of

all team members in the Regional and Country Offices and interns assigned to me,

- Undertook HR processes and procedures such as the signing of time-sheets, approval of invoices, approval of leaves and completion of performance reviews in a timely manner,
- Ensured deliverable are aligned with agreed budgets, timelines and procedures,
- Provided direction to all programme staff to ensure they are adhering to and achieving the specified budgets.

07/2007 to 08/2008 **M&E Technical Specialist**

Futures Group (Constella Futures): Health Policy Initiative – PRETORIA, Gauteng

Contributed to strategic and operational planning, •Managed the M&E budget, • Reporting/monitoring and planning as required, •Developed and maintained M&E systems, including tools & database,•Coaching of technical staff on M&E, •Reporting on programmes, projects and the organisation, •Provided direction and leadership to the resource library in respect of acquisitions, binding, cataloguing, processing and management of information (This includes managing the access to information and the library budget), •Carried out admin duties as required.

11/2006 to 06/2007 **M& E Technical Officer**

African Medical And Research Foundation (AMREF) – PRETORIA, Gauteng

•Developed MER systems for the project (Plan & tools), •Developed the OVC Database for the OVC and extended programmes, managed and maintained it, •Conducted the baseline study, from protocol development, data collectors recruitment, data collection, entry, analysis and report writing, •Conducted and facilitate several trainings for project staff and partners, including training on M&E, Research methodologies and data collection, Children's rights and vulnerability, •Management of the M&E budget, •performed other admin duties as allocated to me.

02/2004 to 04/2006 **Vaccine Preventable Disease Surveillance Officer**

National Department Of Health - EPI – PRETORIA, Gauteng

Collected, entered, collated and analysed measles data, •Monitored completeness and quality of data and obtained additional information from provinces, •Validated provincial and laboratory data with that in my dataset, •Monitored all data and information related to EPI priority diseases as well as data related to mass immunisations campaigns, EPI surveys & relevant population data (In co-ordination with Stats SA & National Demography Unit), •Identified specific training needs based on surveillance and on data / information handled, •Compiled Monthly updates on vaccine preventable diseases data and provided feedback to provinces, •Participated in planning and other activities for surveillance and data management improvement to reach national and international objectives, •Participated in developing training material for surveillance and data management, •Prepared routine and ad hoc reports, •Attended internal and external meetings as required, •Compiled and disseminated

feedback on meetings attended as the only member of the EPI unit, •carried out support visits to provinces, •Compiled technical presentations relevant to EPI Data management, • Liaised with provinces and other directorates in the department of Health-Health systems Research & Epidemiology,•Carried out administrative duties as required.

EDUCATION

Master of Public Health: Epidemiology & Biostatistics: Monitoring & Evaluation

University of Pretoria - Pretoria

Incomplete

Assessment of immunization coverage for children living in safety homes in Gauteng.

Successfully completed all coursework modules at Masters Level:

- Disease surveillance and Health Data Management, •Health Measurements, •Principles of Demography, •Environmental Epidemiology, •Biostatistics and Survival Analysis, •Public Health Ethics, •Monitoring and Evaluation, •Conducting surveys, •Qualitative and Quantitative Research Methods, •Project Management for the Health Sector

2003

Bachelor of Medical Science Honours: Medical Physiology

University of The Free State - Bloemfontein

Lab Research in Physiology: Correlation between Melatonin and Cholesterol in male patients with cardiovascular disorders.

Successfully completed the following modules:

- Basic aspects of Human Physiology, •Seminars on Physiology (Aviation and Deep-sea diving Physiology, and Effects of EMR emitted by mobile phone on human brain), •Advanced aspects in Human Physiology

2001

Bachelor of Science: Physiology

University of The Free State - Bloemfontein

Successfully Completed the following Modules:

Genetics, Psychology and Physiology

2006

Certificate: Monitoring and Evaluation

University of Pretoria (CE@UP) - Pretoria, GP

Monitoring and Evaluation of Health Programmes.

AFFILIATIONS

•South African Monitoring and Evaluation Association •Public Health Association of South Africa •Health professionals Council of South Africa •Founding Steering Committee Member of the African HIV & Health in Prison Partnership Network (AHHPPN)

CERTIFICATIONS

University of Pretoria - Centre for the Study of AIDS in Africa (CSA)

Successfully completed short courses in:

- Gender and HIV/AIDS
- HIV Management in the Workplace
- HIV Related Stigma
- Sex, Sexuality and HIV/AIDS
- HIV, the Law and Human Rights.

USAID – PEPFAR

Successfully completed a short course in Media and Public address on HIV matters.

Measure Evaluation

Successfully completed short a course in Monitoring and Evaluation of HIV Programmes

United Nations Office on Drugs and Crime:

Successfully completed short courses in: •Leadership, Management & Organisational Development, •Ethics and Professional Integrity •Basic Security in the Field. • Project Management (PRINCE II), Theory of Change(edx-Wits University); Results-Based Project Management: Monitoring and Evaluation (edx-Wits University)

TECHNOLOGICAL LITERACY

- **MS Office Package** (Word, Excel, Powerpoint, Access, Outlook, Project, Publisher)
- **Web Browser:** Internet Explorer, Mozilla Firefox, Google Chrome,
- **Internet Tools:** Social Media tools (Twitter, Facebook, Instagram), Communication Tools (Webinars tools, remote meeting tools, Skype & Skype for Business), Design Tools (Adobe suite, Canva, Corel Draw).

ADDITIONAL INFORMATION

CONTRIBUTED TO OTHER PUBLICATIONS AND CONFERENCES PRESENTATIONS

- UNODC HIV Situation and Needs Assessment in Prison Settings -Toolkit •UNODC-SADC Minimum Standards for Provision of HIV, TB, HEP B&C & Other Communicable Diseases Service Provision in Prison Settings •UNODC -An Integrated Approach to HIV and AIDS In Prisons: Training Curricula for Prisoners and Prison Staff on HIV Prevention, Treatment, Care and Support in Prison Settings.
- HIV Situation and Needs Assessment in Prison Settings – XVIII international AIDS Conference – July 2010 – Vienna, AUSTRIA •Step by Step Approach in conducting HIV Situation and Needs Assessment in Prison Settings -Skills Building Workshop – ICASA December 2011- Addis Ababa, ETHIOPIA • 30 Million People Each Year, At Risk of HIV and TB Infection in Prisons – Collect the Evidence – Abstract Driven Session – ICASA, December 2011 - Addis Ababa, ETHIOPIA •HIV and TB Infection in Prisons – The State of our African Prisons – VI Biannual Conference for SADC Lawyers Association, August 2012 – Mbabane, SWAZILAND. • Implementing HIV and AIDS Programmes in Prison

REFERENCES

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