

UGANDA COUNTRY COORDINATING, MECHANISM (CCM) SECRETARIAT

TECHNICAL ASSISTANT - PROGRAMME OVERSIGHT, MONITORING AND EVALUATION

1. JOB SUMMARY

Job Description Number	UCCM-JD06
Job Title	CCM Technical Assistant – Programme Oversight, Monitoring & Evaluation
Duration of Contract	2-3 years renewable contract based on (1) Satisfactory Performance of the Employee (2) Good Conduct of the Employee, (3) Availability of Funding for the Position, and (3) Need for the Employee’s Services. <u>Probation period:</u> 3 Months.
Duty Station	Kampala, Uganda
Reports to	CCM Technical Advisor – Programme Oversight, Monitoring & Evaluation
Responsible for	Supporting the Global Fund Grants’ Programme Oversight, Monitoring and Evaluation activities; and the coordination as well as implementation of the Uganda CCM programmes, oversight activities and meetings.
Job Purpose	<p>To support the CCM Technical Advisor – Programme Oversight, Monitoring & Evaluation in the coordination and maintenance of a functional oversight system for monitoring the management and implementation of the CCM’s strategic priorities; and the Global Fund grant activities, in liaison with the Principal Recipients (PRs) while ensuring routine sharing of information and reporting on grant performance to the CCM within the following delegated functions: -</p> <ul style="list-style-type: none"> • Support the effective CCM Secretariat management, coordination and implementation of the Uganda CCM work plan activities • Support the routine maintenance of functional work plan tracking tools and measures for the CCM • Provide administrative and technical support to the CCM Programme Oversight Committee and the Monitoring & Evaluation function of the CCM, including annual work planning. • Support, follow-up on and keep track of the implementation of the recommendations, actions and decisions from the CCM Committees and Board Meetings • Support the implementation of the CCM Oversight Plan. • Support the implementation of the CCM Work Plan, Budget, CCM Performance Evaluation framework and CCM Secretariat Performance Evaluation framework in-line with the Global Fund CCM guidelines and requirements • Support the CCM oversight of grant implementation activities by the Principal Recipients (PRs) and Sub Recipients (SRs) of the grants; and review performance of the programmatic and grant implementation targets for the Global Fund grants. • Keep abreast of the Global Fund guidelines, Funding and reporting requirements; and maintain in-depth knowledge of the Global Fund grant documents.

	<ul style="list-style-type: none"> • Provide technical support for the alignment of Global Fund performance frameworks with the national Monitoring & Evaluation (M&E) frameworks & plans for the various disease components. • Support the planning and coordination of the CCM oversight field/Site Visits and provide technical guidance to the CCM Site Visit teams prior to and during the Site Visits. • Support the synthesis of information from the Global Fund grants implementation and performance; to guide the CCM Board and Committees in oversight, strategy and policy decisions. • Support the PRs' quality assurance and reviews, follow-up to reinforce timelines for Performance Updates & Disbursement Requests (PUDRs) reporting and submission to the Global Fund, for performance based decisions on preceding disbursements • Support the CCM in coordinating the mobilization of the Global Fund and domestic resources for the national HIV, TB and Malaria responses; strengthening health & community systems; and mobilization of resources for the CCM oversight activities & CCM Secretariat operations • Support the planning and coordination of strategies for carrying out the CCM's role in harmonisation and alignment of Global Fund grants with the other health sector resources • Support the coordination of the CCM Constituency Engagement, communication, knowledge management, information sharing, and publicity of CCM activities. • Support the timely preparation of quality periodic documentation, related to programme oversight, reporting, information sharing and Monitoring & Evaluation (M&E) activities of the CCM. • Technically support the Technical Advisors in guiding the PRs to review and propose the programmatic strategies during the National Strategic Plan development, review and evaluation processes for the various disease components. • Support the CCM's compliance with the CCM Eligibility and Performance framework requirements set by the Global Fund, Assessments and implementation of the CCM Performance Improvement Plans.
<p>Working Relations</p>	<ul style="list-style-type: none"> • Member of the CCM Secretariat Team • Provides Secretarial support to the various CCM Oversight Committees • Supports the CCM Secretariat Coordinator/Executive Secretary and other Technical Advisors in undertaking oversight activities of the CCM and implementing the CCM work plan activities as needed/assigned. • Supports the Technical Advisor - Programme Development & Resource Mobilization in coordinating the Global Fund grant funding requests/application/concept note/proposal development processes as needed/assigned. • Works closely with the Technical Assistant - Finance & Procurement in undertaking administrative, financial management and procurement oversight activities of the CCM. • Provides technical support to the CCM Secretariat, Committees of the CCM Board, nominated Ad hoc Task Teams and Technical Working Groups (TWGs) in programme oversight and M&E related tasks & other short-term assignments.

2. MAIN RESULT AREAS AND RESPONSIBILITIES

Functional Area 1: CCM Secretariat Functioning, Coordination and Technical Assistance (25%)

- (a) Contribute to the development and support implementation of the CCM strategic plan and oversight plans, governance and operational manuals, and annual work plans.
- (b) Assist in maintaining functional work plan tracking tools and measures for the CCM Secretariat
- (c) Assist the Technical Advisors and CCM Secretariat Coordinator/Executive Secretary in the organization and management of all meetings of the Uganda CCM Board, its Standing and Ad hoc Committees and any other Uganda CCM activity
- (d) Assist in following-up on and keep track of the implementation of the recommendations, actions and decisions from the CCM Committees' and Board Meetings
- (e) Assist in the preparation and maintenance of a record of programmatic issues, recommendations and decisions emerging from all Uganda CCM meetings; and support the Uganda CCM in planning programmatic aspects of grants.
- (f) Support logistical arrangements and preparations for CCM activities, meetings, workshops and retreats including;
 - i. Send reminders and follow up CCM members to confirm their attendance of upcoming CCM meetings, activities, workshops and events
 - ii. Assisting with taking minutes and preparing draft minutes of CCM Board meetings to be circulated to the CCM Secretariat team for their input
 - iii. Taking meeting notes of key discussion points, decisions and actions agreed during the CCM meetings, retreats and workshops; and preparing draft activity reports for circulation to CCM Secretariat team for their input
 - iv. Take minutes of CCM Secretariat team meetings, monitor implementation of agreed actions and follow up with the responsible team member to ensure that the actions agreed are undertaken; and meeting minutes are signed off and filed
 - v. Summarize key decisions and action points from CCM Board meetings, circulate to the CCM Secretariat team for their input before circulation to CCM members for their comments or approval
- (g) Assist the Technical Advisors in the coordination of Global Fund grants funding request/application/concept note development processes, Harmonization & Alignment activities for Global Fund grants and the CCM Resource Mobilization
- (h) Assist the Technical Advisors in the coordination of CCM Constituency Secretariats on the development and implementation of the CCM Constituency Annual Communication Work Plans, budgets, and the planned constituency engagement activities/meetings.
- (i) Assist in the preparation of periodic technical reports as required by the CCM Funders and Partners
- (j) Assist in the preparation and production of the CCM Annual Report
- (k) Assist the Technical Advisors and CCM Secretariat Coordinator/Executive Secretary in preparing for the provision of the relevant orientation and training of new CCM members or refresher training to CCM members.
- (l) Assist the Technical Advisors and CCM Secretariat Coordinator/Executive Secretary in preparing for the constituency engagement, communication, knowledge management, information sharing, and publicity of CCM activities.
- (m) Assist in the preparation of the minutes of the CCM Programme Oversight Committee (POC) and other CCM Committee and Board meetings as assigned
- (n) Assist in the preparation and production of quality periodic reports related to CCM programme oversight and M&E activities in a timely manner.
- (o) Assist in the documentation of best practices and lessons learned from the Uganda CCM activities and dissemination to relevant stakeholders.
- (p) Assist in the supervision of interns and volunteers to ensure they discharge their responsibilities, mentor and monitor their performance as required.
- (q) Assist the Technical Advisors and CCM Secretariat Coordinator/Executive Secretary in organising CCM Board and Retreat meetings, prepare, disseminate and archive minutes & documents of the meetings of the CCM and its oversight organs

- (r) Assist the Technical Advisors and CCM Secretariat Coordinator/Executive Secretary in the planning, coordination and organisation of CCM Orientation Training and Capacity Building sessions
- (s) In consultation with the Technical Advisors and CCM Secretariat Coordinator/Executive Secretary, respond to the programme oversight/M&E needs of the CCM; and assist in ensuring that all Programme Oversight Committee members' and co-opted technical members are knowledgeable about Global Fund technical oversight directions and guidelines.
- (t) Assist in the identification of potential technical needs of the CCM Programme Oversight Committee and facilitate mobilization of a pool of in-country technical experts who would provide technical support to the Committee when required; including implementation of the CCM Oversight Plan.
- (u) Assist in the preparation of the Terms of Reference (TORs) for experts/consultants and Technical Working Groups (TWGs)/Ad-hoc Task Teams as well as Memoranda of Understanding (MOUs) for technical support organizations; for approval by the CCM Programme Oversight Committee or Executive Committee or Board as applicable.
- (v) Assist in the process of reviewing the Global grant performance reports and update the CCM Secretariat Coordinator/ Executive Secretary and Technical Advisors periodically on their implications.
- (w) Assist the Technical Advisors and CCM Secretariat Coordinator/Executive Secretary in preparing for the provision of the relevant orientation and training of new CCM members or refresher training to CCM members.
- (x) Assist in the process of maintaining the Uganda CCM documentation and archives, including minutes/documents of meetings and Conflict of Interest Declarations.
- (y) Assist the CCM Secretariat Team in the following administrative tasks:
 - a) Taking meeting notes, registration of participants and keeping records
 - b) Printing, photocopying and binding of documents
 - c) Assembling documents and preparation of the meeting folders
 - d) Scanning and archiving documents
 - e) Setting up and maintaining a robust CCM filing system
 - f) Setting up and maintaining a robust CCM archiving system
- (z) Adhere to the CCM Secretariat policies, procedures and guidelines as spelt out in the CCM Governance & Framework documents, CCM Secretariat Operations Manual, CCM Procurement Manual, and CCM Financial Management Manual and Policy documents
- (aa) Carry out additional tasks within the CCM's mandate assigned to support the effective and efficient running of the CCM Secretariat as may be requested by the CCM Technical Advisors and CCM Secretariat Coordinator /Executive Secretary from time to time.

Functional Area 2: Oversight of Global Fund Grant Implementation (40%)

- (a) **Assist the Technical Advisor (Program Oversight, M&E) in supporting the CCM Programme Oversight Committee to develop and implement the annual CCM Oversight Plan: -**
 - i. Support the development, full costing and integration of the annual CCM oversight plan into the consolidated annual CCM work plan and budget.
 - ii. Assist in implementing the CCM work plan and the Global Fund grants in-line with the Uganda CCM Strategic Plan priorities
 - iii. Support the planning and execution of the CCM oversight committee meetings as scheduled and stipulated in the CCM Committee Terms of Reference (TORs)
 - iv. Assist in the development and implementation of the CCM Site Visit Manual
 - v. Assist the Technical Advisor in supporting the Programme Oversight Committee to plan, organize and coordinate the oversight field/site visits; and participate as a member of the site visit teams
 - vi. Assist in the dissemination of the CCM Committee recommendation reports within set timelines prior to and after the scheduled meetings
 - vii. Assist the Technical Advisors to share information and review respective CCM findings from various oversight activities, including Committee meetings, Board Meetings, Site Visits and Retreats

- viii. Assist the Technical Advisors in the implementation and follow-up on the decisions passed by the CCM
- ix. Assist the Technical Advisors in monitoring the implementation of the Global Fund grants supported programs, in liaison with Principal Recipients (PRs); and ensure periodic sharing of information and reporting on grant performance to the Uganda CCM, the Global Fund and various stakeholders.
- x. Assist the Technical Advisors in synthesizing information from the grants implementation progress and performance reports, to guide the CCM Board in oversight, strategy and policy decisions.
- xi. Assist the Technical Advisors in developing procedures, oversight tools and templates for site visits, facilitate site visits; and participate as a member of the site visit teams.
- xii. Assist the Technical Advisors in coordinating CCM Oversight Committee meetings and participate as a Member of the CCM Secretariat Team.
- xiii. Assist the Technical Advisors in coordinating administrative and logistical support for site visits as needed; and participate as a Member of the CCM Secretariat Team.
- xiv. Assist the Technical Advisors in availing all Site Visit reports to CCM members as part of the agenda for CCM general meetings, circulated and archived as required.
- xv. Assist the Technical Advisors in documenting on a continuous basis, information regarding grant oversight, including important information regarding the grants and PR performance throughout the grant cycle
- xvi. Assist the Technical Advisors in working with the PRs and CCM Oversight Committees to operationalize and constantly update the Grant management, oversight and monitoring databases and dashboards.
- xvii. Assist the Technical Advisors in preparing summary progress reports of the Global Fund grant implementation to support the CCM's decision making processes as required.
- xviii. Assist in the preparation, coordination and organization of the CCM annual grant performance review meetings.

(b) Assist the Technical Advisor (Program Oversight, M&E) in Providing Technical Assistance and Capacity Building to Principal Recipients (PRs) and Sub-Recipients (SRs) of the Global Fund Grants, in the Preparation and Presentation of Oversight Reports: -

- i. Assist the Technical Advisor in supporting PRs' quality assurance and reviews, reinforce timeliness for Performance Update & Disbursement Request (PUDR) reporting and submission to the Global Fund, for performance based decisions on preceding disbursements
- ii. Assist the Technical Advisor in ensuring that Terms of Reference (TORs) for the CCM Oversight Committees are up-to-date and that the CCM Oversight Committee members are briefed on their responsibilities.
- iii. Assist the Technical Advisor in following up with the PRs, for timely production of periodic and annual grant implementation and performance update reports.
- iv. Assist the Technical Advisor in reviewing PR oversight and grant performance monitoring tool reports (dashboards) for completeness and validity.
- v. Assist the Technical Advisor in disseminating the fully signed grant agreements and implementation plans, programme annual reports, and any oversight tool reports to the Oversight Committee and CCM Board Members.
- vi. Assist the Technical Advisor in maintaining a functional and regularly updated CCM Grant Oversight and Monitoring Dashboard
- vii. Assist the Technical Advisor in regularly updating the CCM Performance indicators and ensure they are captured in the dashboard (tracking the participation and performance of the CCM Members over time.)
- viii. Assist the Technical Advisor in the follow-up to ensure that all PRs submit oversight field visit reports to the CCM Secretariat at least 10 days prior to the Uganda CCM general meetings
- ix. Assist the Technical Advisor in orienting all the new PRs and Sub-Recipients on the CCM oversight function and the CCM grants monitoring dashboard,
- x. Assist the Technical Advisor in customizing the Grant Management and Performance monitoring dashboard Excel file for each Global Fund grant, review dashboards for each

grant with the PRs on a quarterly basis, and organize quarterly meetings of the CCM Oversight committees.

- (c) **Assist the Technical Advisor (Program Oversight, M&E) to Support the CCM Programme Oversight Committee in the investigation of Problems, Issues, and Bottlenecks in the implementation of the Global Fund supported Programmes, Grants and Projects by:**
- i. Collecting and analysing the relevant technical, programmatic and financial performance reports and data.
 - ii. Reviewing Grant management, oversight and monitoring dashboards for internal consistency as well as consistency with the grant performance reports submitted to the Global Fund by the Principal Recipients (PRs).
 - iii. Tracking the status of the implementation of decisions taken by the Uganda CCM; based on the information from the Grant management, oversight and monitoring dashboards.
- (d) **Assist the Technical Advisor (Program Oversight, M&E) to Prepare and Maintain a Record of Programmatic Issues Emerging from CCM Oversight Meetings and Support in Planning Programmatic aspects of the Global Fund Grants by: -**
- i. Maintaining a list of all approved programmatic decisions of the CCM, Technical and Ad-hoc committees and prepare status reports on implementation of these decisions.
 - ii. Compiling programmatic information, archive documents, and keep records of CCM programmes and activities.
 - iii. Producing periodic reports on programmatic issues including progress reports on CCM work plan activities based on an established schedule.

Functional Area 3: Monitoring and Evaluation Reporting and Gap Analysis (30%)

- (a) Programmes Monitoring: Keep track of the implementation of activities as per the CCM annual work plan and Calendar of scheduled activities & meetings to ensure that all the necessary processes and arrangements have been made for running the activities on schedule
- (b) Compile information for activity reports and assist in writing reports from the CCM activities that have been implemented/achieved/accomplished
- (c) Update the CCM performance framework according to activities implemented/achieved/accomplished
- (d) Assist the Technical Advisors to maintain effective and efficient programmatic, monitoring and evaluation systems and records
- (e) Support data collection, and compilation of information and data for entry into the CCM dashboards and CCM website
- (f) Assist the Technical Advisor (Program Oversight, M&E) to oversee timely and accurate submission of progress update reports of the Grant management, oversight and monitoring dashboards; and support the Oversight Committee presentations of the dashboard at the CCM Meetings while ensuring completeness of records on the decisions in the dashboards and CCM meeting minutes.
- (g) Synthesize, analyze and compile information from the Performance Update & Disbursement Request reports submitted by PRs
- (h) Assist the Technical Advisor Technical Advisor (Program Oversight, M&E) to prepare the information going out to all CCM Members and Oficios about any changes in national policy regarding the reporting on the three disease components; and the key indicators used in this process.
- (i) Assist the Technical Advisor Technical Advisor (Program Oversight, M&E) to support the CCM and experts in carrying out annual gap analyses on coverage of services and programmes for the three disease control programmes.
- (j) Assist the Technical Advisor Technical Advisor (Program Oversight, M&E) to conduct annual briefings on the results of the completed gap analysis for the Uganda CCM Members and Ex-Oficios, the public sector, private sector and Civil Society stakeholders.
- (k) Assist the Technical Advisor Technical Advisor (Program Oversight, M&E) to provide the CCM Secretariat Coordinator/Executive Secretary and CCM Executive Committee with

appropriate reports and other information pertaining to the national monitoring & evaluation indicators, data verification principles and practices.

Functional Area 4: Information and Communications of CCM and Global Fund Grants (5%)

- (a) Assist the Technical Advisors and CCM Secretariat Coordinator/Executive Secretary in developing and implementing the CCM Communication Plan.
- (b) Support the design and production of CCM information updates, activity reports, newsletters and quarterly reports
- (c) Compile information for CCM newsletters, CCM quarterly reports and from performance update & disbursement reports submitted by PRs
- (d) Assist the Technical Advisors in undertaking the CCM communication processes within and outside the in-country Global Fund structures
- (e) Assist the Technical Advisors in preparing the CCM Annual Report
- (f) Assist the Technical Advisors in documenting best practices and lessons learned from CCM Programme Oversight and M&E activities and disseminate to relevant stakeholders.
- (g) Assist the Technical Advisors in preparing the CCM Bulletins, information briefs, newsletters and other communication materials
- (h) Assist the Technical Advisors in preparing updates on the Global Fund grants in the country for dissemination to CCM Members, Technical Working Groups (TWGs), Ad Hoc Task Teams and in-country Constituencies, Partners, Members of the public and various stakeholders
- (i) Assist the Technical Advisors in raising awareness of the CCM website among the country's community of stakeholders and the media; and to ensure that the website is periodically updated and annually evaluated for its effectiveness and usage.
- (j) Assist the Technical Advisors and CCM Secretariat Coordinator/ Executive Secretary in preparing press information kits/packs and periodic press releases as part of the CCM communications plan.
- (k) Assist the Technical Advisors in monitoring the Global Fund website's reports on the country's grant performance and score cards to ensure that the website information is up-to date and accurate; and work with the CCM Oversight Committees to request for clarifications from the PR and/or the Fund Portfolio Manager at the Global Fund, in the event that the website information is not accurate.

3. KEY ACADEMIC QUALIFICATIONS, TRAINING AND EXPERIENCE

- (a) An Honours Bachelor's Degree in Social Sciences, Statistics, Economics, Health Promotion/Management/Economics, Public Health, Monitoring & Evaluation, Project Management, Biostatistics, Management, Development Studies or other related field from a recognized university.
- (b) A postgraduate qualification is an added advantage
- (c) Monitoring & Evaluation training is an added advantage
- (d) At least 3 years of relevant experience in Programme Management, Implementation, Project Management and/or Monitoring & Evaluation (M&E) of projects and programs in the social or health sectors within Government, NGOs, International Development Agencies, Coordination or Implementing Agencies/Organizations/Networks/Forums.
- (e) Specific experience of working with multi-donor projects in HIV/AIDS, Tuberculosis (TB) and Malaria in Uganda is an added advantage.
- (f) Practical knowledge and experience in the use of Dashboard monitoring and reporting tools as well as advanced statistical methods and tools is an added advantage.
- (g) Practical experience in the use of Microsoft Office applications, Email and Internet applications.
- (h) Experience in the use of digital media and web-based analytical tools is an added advantage.

4. CORE COMPETENCES AND SKILLS

- (a) Good data analysis and presentation skills.
- (b) Monitoring & Evaluation experience, competencies and skills
- (c) Good programme planning, oversight and management skills.
- (d) Experience with work plan and budget development
- (e) Ability to work and communicate effectively with a diverse range of stakeholders.
- (f) Strong inter-personal skills and proven ability to engage and interact with high-level officials from the Government, Civil Society, Development Partners/Donors and the Private Sector.
- (g) Good report writing, presentation and communication skills
- (h) Planning, organizational and coordination skills
- (i) Public relations and stakeholder management skills
- (j) Ability to apply health indicator and data analysis techniques is desirable.
- (k) Ability to efficiently handle/manage multiple tasks simultaneously, set priorities and work in a team environment
- (l) Ability to work in a fast-paced and deadline & output- oriented environment
- (m) Good report writing and editing skills are essential
- (n) Funding/project proposal writing and development skills
- (o) Good organizational and exceptional problem-solving abilities.
- (p) Good oral/verbal and written communication skills
- (q) Good team player
- (a) Ability to communicate with all levels of stakeholders at national level including in the Government, NGOs, Donor, Private and Development Sectors
- (b) Ability to take initiative and work proactively with minimal supervision
- (c) Records management competencies and skills
- (d) Proficiency in the English language skills
- (e) Proficient use of Microsoft Office software, Email and Internet
- (f) Proficient use of digital media and internet tools.

5. KEY PERFORMANCE INDICATORS

Functional Area	Key Performance Indicator
1. CCM Secretariat Functioning, Coordination and Technical Assistance (25%)	<ul style="list-style-type: none"> • CCM Secretariat, CCM Programme Oversight Committee and CCM Board satisfaction (survey) and Performance Evaluation • Records and analysis relating to Uganda's Global Fund grants and CCM's performance regularly produced, disseminated and archived • Terms of Reference (TORs) for technical expertise required by the CCM developed, endorsed and utilized • Employee performance appraisal ratings >70%.
2. Oversight of Global Fund Grant Implementation (40%)	<ul style="list-style-type: none"> • Timely Principal Recipient (PR) quarterly grant performance and financial performance reports produced and synthesized for the CCM Oversight Committees and Board Meetings & Field/Site Visits • Periodic evaluation of the progress of the Global Fund grant implementation and performance; and CCM performance conducted • Monitoring and Evaluation reports prepared and submitted to the CCM Oversight Committees and CCM Board • National Strategic Plans, Gap Analysis and Health Research collected, analysed and disseminated • PR and SR capacity building initiatives facilitated and technically supported • National indicator and trends analysis annually analysed, disseminated and archived.
3. Monitoring and Evaluation Reporting and Gap Analysis (30%)	<ul style="list-style-type: none"> • Technical support and guidance provided to the CCM to implement the Performance Monitoring and Evaluation Frameworks for the Global Fund grants, CCM and CCM Secretariat • Periodic operational plans for monitoring the Global Fund grants performance formulated • Monitoring and Evaluation systems for the national HIV/AIDS, TB and Malaria responses updated • Implementation of activities and attainment of targets specified in the annual priority work and action plans monitored • Input provided into the CCM database and dashboard for the grants oversight and monitoring, from the data obtained through the monitoring exercises • Dashboards for each grant updated at least 2 weeks prior to each Oversight Committee Meeting and modified 2 weeks before CCM Board meetings • Contribution to the activities of the various CCM Committees Oversight tools produced, regularly updated and endorsed by the CCM • CCM oversight/field visit reports produced, disseminated and archived • Joint reviews and sector reviews of the progress of the national response to HIV/AIDS, TB and Malaria technically supported • Special surveys related to the national response to HIV/AIDS, TB and Malaria conducted.
4. Information and Communications of the CCM and the Global Fund Grants (5%)	<ul style="list-style-type: none"> • CCM Communication Plan implemented and regularly updated • Timely production of the CCM Annual Report and Quarterly Oversight briefs/newsletters/reports • Number of stakeholder briefings supported and enquiries responded to • Number of Press kits/briefing packs developed, updated and used • Number of research-related activities facilitated • CCM website updated with CCM oversight briefs/newsletters/reports on a quarterly basis.
5. Additional Functions/and Performance Requirements	<ul style="list-style-type: none"> • As per CCM Strategic Plan priorities, CCM Performance Framework, CCM Secretariat Performance framework and CCM Secretariat Operational Manual requirements detailed in the employee's annual work plan.