WITS HEALTH CONSORTIUM

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University of the Witwatersrand
WITS RHI

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VACANCY	
Job title:	Programme Manager- Data Analytics – WRHI – CDC
Type:	Permanent ☒ Fixed Term ☐ Temporary ☐
Main purpose of the job:	The Data Analyst will have overall responsibility of coordinating creating and maintaining databases and data analytics. He/she will manage and oversee all database systems utilised by DoH and Donor and eventually the SynCH ICT Technicians and system. He/she will also coordinate and oversee donor reporting in DATIM.
Location:	Ekurhuleni
Closing date:	15 October 2021
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.	

Key performance areas

- Gives support and guidance in the creation of data collection tools
- Oversees data collection and ensures submission timelines are adhered to
- Oversees data-warehousing, reporting, and analytics platforms
- Performed quality assessment on all equipment, software and implemented adequate support procedures
- Managed the tracking, processing and validation of data collected
- Managed the data collection from external data providers
- Implemented the on-going quality management of data collected electronically by identifying errors/ inconsistencies in data and resolutions implemented
- Conducted timely data transfers in accordance with data transition agreements
- Participate in data verification and reporting activities
- Oversee, and co-ordinate the timely and accurate submission of data for program and donor reporting
- Implement interventions to leverage technology and innovation to improve data analytics and advance 95/95/95 implementation strategy.
- Oversees database and datasets creation.
- Gives guidance and support to the data management team regarding databases and datasets maintenance
- Creates and validates datasets and ensures clean usable datasets are available to staff
- Ensures data is archived
- Provide technical oversight and professional review of Gophelega activities that leverage data analytics, machine learning, and predictive analytics.
- Serve as technical and subject matter authority in the management of data and analytics requirements, policies, procedures, and tools to ensure the confidentiality, integrity, and availability of quality data.
- Facilitate discussion among key staff to articulate a vision and plan for integrating data science into planning, delivering, and assessing health and development programs.
- Participate in the negotiation of data-user agreements with the DoH, Donor and other external stakeholders.
- Prepare guidance for implementing teams and M&E teams to data capture, storage, curation, transfer/entry, and quality.
- Participate and lead Site Improvement through Monitoring System (SIMS) visits to facility, community, and above-site sites.

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- Assess the quality of data and improving the dataset by removing or cleaning the data.
- Pulls and integrates data from disparate sources
- Evaluates and processes raw information
- Merges complex data
- designs, codes, debugs, tests, documents, and supports server-based applications such as SQL
- Leads and oversees reporting in donor health information systems e.g., DATIM.
- Ensures timely submission to donors and to outside other stakeholders
- Ensures data submitted is set up as per agreed specs with different stakeholders
- Analyse broad data sets to provide actionable insights to better inform Wits RHI decisions.
- Performing analysis to assess quality and meaning of data.
- Use statistical tools to identify, analyse and interpret patterns and trends in complex data sets.
- Prepare analysis reports for the key stakeholders to understand the analysis process and outcomes, allowing them to take informed decisions.
- Develops clear and well-structured analytical plans and analyses large data-sets inclusive of facility data and donor reported data
- Present and explain information in an accessible way e.g., reports
- Creates and maintains analytic dashboards for various programmes
- Pro-actively identifies analytic needs for the various programs and provides the needed support.
- Delves into data to identify discrepancies and patterns and shares this information with relevant stakeholders and teams.
- Take ownership and accountability for tasks and demonstrates effective self-management
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained
- Maintain a positive attitude and respond openly to feedback
- Take ownership for driving own career development by participating in on-going training and development activities such as conferences, workshops etc.
- Take ownership of the running and management of the WITS RHI data hub.

Required minimum education and training

- Honours degree (master's preferred) in Data Science, Health Informatics, Statistics, Applied Mathematics, Computer science, or any other related field.

Desirable additional education, work experience and personal abilities

- Excellent analytical and problem-solving skills. Positive and energetic team leader.
- Ability to adapt to complex situations, manage stress and deliver goals pro-actively.
- Organized with a thorough and accurate approach to work, attention to detail.

Required minimum work experience

- At least 5 years in a data analyst position, preferably working as a Data Analyst in public Health, NGO funded organisations and DOH.
- Proficiency in SQL, Python, visualization, and analysis tools. Experience in data analysis and visualization methods required.
- Ability to extract, transform and load data.
- Experience working with large data sets that are complex data.
- Experience working in donor driven programmes is desirable.
- Experience with the DHIS, Tier.Net, DATIM, SynCH and other DoH/ Donor data systems.
- Leadership skills with proven experience managing a small team.
- Experience in donor and DoH reporting, writing reports for internal use and for external stakeholders.
- Demonstrated ability to build capacity of the public health multidisciplinary teams.
- Ability to get along with and work with people on different levels and from different cultures.

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Demands of the job

- Local travel and working overtime will be required.
- Must be able to work in time constrained, highly pressurized deadline driven environments.

Communications and relationships

- Excellent communication skills (both written and oral) in English.
- Ability to establish and maintain effective working relationships with internal stakeholders at all levels within the organization, as well as all external stakeholders.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:
- ID/Passport, Qualification, CV, and Vaccination card