

VACANCY

Job title:	Programme Manager: Monitoring and Evaluation – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To lead the formulation of the monitoring and reporting strategy for District data in line with donor and organizational objectives, lead and coordinate responses to donor and stakeholder requests.
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

- Conduct weekly and monthly reviews of the District data.
- Support cluster teams with target setting initiatives
- Participate in data verification and reporting activities
- Participate in regular feedback and planning sessions with line manager, Programme Managers, and other M & E teams
- Provide Program Managers and Technical Heads with required quality assured data when required
- Support preparation of presentations and reports to Programme Managers and Technical Heads by providing accurate and timely data as required
- Participate in the implementation of M&E needs assessments for relevant programs
- In conjunction with the relevant Programme Managers, develop annual work plans for the position, and timelines for implementing the proposed activities
- Support the documentation of best practices and development of technical publications within the programme area
- Identify and implement efficiencies in data collection, compilation, review, reporting, feedback, and action plans
- Oversee, and co-ordinate the timely and accurate submission of data for program and donor reporting including DATIM
- Work with SI managers and Regional Heads to prepare and compile data for quarterly and other routine and ad-hoc reporting
- Revise activities based on the data and related reports, implementation experiences, and programme feedback
- Provide guidance to cluster data capturers towards appropriate collection and reporting of routine output data
- Ensure accurate extraction of information from the database (e.g., REDcap or relevant) and Wits RHI systems for monitoring purposes
- Assess the need for and develop Data Quality Improvement interventions
- Provide data quality support as appropriate and respond promptly to data quality queries
- Provide data quality support to cluster teams on priority PEPFAR indicators
- Identify areas in the district data flow that need to be strengthened and implement appropriate interventions
- Conduct site visits and support the program managers to carry out site assessments to evaluate progress on the implemented data quality plans

- Provide guidance towards appropriate collection and reporting of routine output data and data management
- Conduct project/ site visits to carry out data quality and verification activities including that of the sub-partners
- Act as the first point of contact in assisting Program managers with data related issues or mentoring of data capturers
- Communicate clearly and effectively with all levels of the institute staff around programmatic inputs and outputs
- Communication with local, regional, and international collaborators and stakeholders including donors and sponsors when and if required
- Participate in and contribute to the development and achievement of the institute's corporate goals and objectives
- 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.
- Stay abreast with developments in monitoring and evaluation.
- Take ownership for driving own career development in attending training and development sessions and relevant meetings
- Attend relevant training and development sessions such as seminars, writing series workshops etc.

Required minimum education and training

- Degree/ Diploma in Information/data systems or related field and understanding of the HIV/TB epidemic.

Desirable additional education, work experience and personal abilities

- Ability to review and analyse programme data for decision making.
- Excellent levels of written and verbal English communication skills.
- Experience managing data on community programmes, particularly those relating to HIV testing.
- Ability to develop data cleaning, storage systems and managing databases.
- Basic IT and programming skills.
- Experience managing a PEPFAR-funded project.
- Ability to develop and maintain relationships at all levels of the institute and stakeholders.
- Capacity to adapt to complex situations, manage stress, set, and achieve goals, multi-task and problem solve.
- Organized with a thorough, flexible approach to work and attention to detail.

Required minimum work experience

- 5 years' experience in public health management information systems and data quality audits.
- Experience working at various levels of data collection within the Org units of the DHIS and conducting routine data quality audits.
- Experience with DHIS, Tier.Net, ETR.Net, and other DoH information systems.
- Experience writing reports for internal and external stakeholders including the Department of Health.

Demands of the job

- Extensive travel will be required.
- Ability to work in highly demanding and pressurized environment, flexibility, management, training, and leadership experience.

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.



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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