

VACANCY

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| Job title: | Project Manager: Strategic Information – 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 in line with the donor, DoH and organizational objectives and lead and co-ordinate organizational responses to donor 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

- Assess the need for and develop Data Quality Improvement interventions in the allocated health district
- Provide guidance to SIOs towards appropriate collection and reporting of USAID Programmes' routine output data and data management
- Provide M&E technical assistance, as required, to RHI's projects
- Identify and implement efficiencies in data collection, compilation, review, reporting, feedback and action plans
- Participate in the implementation of M&E needs assessments for the allocated district
- Review DHIS, TIER.net and TB data to identify gaps in the sub-district and district M&E systems
- Work with the DMs, SIOs and technical teams to develop M&E activities in response to the specific needs and priorities of the district
- In conjunction with the DM and M&E team, develop annual work plans for the position, and timelines for implementing the proposed activities
- Participate in data verification and reporting activities
- Oversee, and co-ordinate the timely and accurate submission of data for program and donor reporting
- Implement, monitor and review the allocated M&E activities (including TIER.net and NIDS roll outs)
- Provide technical support to the M & E staff - Appropriate reporting of data to the DATIM (facility, district AND RHI levels) - Extraction of information from the DHIS, TIER.net and TB data for monitoring purposes
- Provide data quality support to districts on priority PEPFAR indicators
- Work with M & E on preparation for quarterly reporting on DATIM
- Revise activities based on the DATIM data, implementation experiences, and programme feedback.
- Generate timely reports from DATIM
- Participate in regular feedback and planning sessions with districts, managers and M & E
- Establish/participate in data quality forums
- Participate in district data review meetings
- Conduct presentations on PEPFAR indicator progress monitoring
- Capacitate M & E and clinical teams on PEPFAR reporting requirements, indicator definitions and
- Conduct verification of decanting data for PEPFAR submission
- Provide management with data requests
- Support preparation of JPPM by providing data required for presentation
- Support districts with target setting initiatives
- Support programmes with COP target setting and reporting
- Act as the first point of contact in assisting DoH managers at the sub-district & district levels with data related issues or mentoring

- Maintain accurate records to document processes and output
- 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
- Respond to data quality queries
- Attend to all staffing requirements and administration
- Participate in the recruitment processes of district-based M&E staff (including the development and marking of competency assessments)
- Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations
- Perform and facilitate performance development and assessments
- Identify substandard performance by team members and take necessary corrective action
- Coach and train subordinates and team members to ensure acquisition of knowledge and skills required by the organisation
- Promote harmony, teamwork and sharing information
- 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.

Required minimum education and training

- Degree in an appropriate discipline.
- Proficiency in Microsoft office.
- Excellent data presentation skills (primarily MS Excel and PowerPoint).
- DHIS trained.

Desirable additional education, work experience and personal abilities

- Experience working with target setting, writing grant proposals and protocols, and providing training/capacity building.
- Demonstrated leadership, management and change management ability, including the ability to manage a diverse team.
- Be proactive agent influencing positive change with external stakeholders with the ability to develop and maintain relationships at all levels of RHI and partner organizations.
- Positive, energetic team leader with an ability to adapt to complex situations, manage stress, deliver goals pro-actively.
- Organized with a thorough and accurate approach to work, attention to detail.

Required minimum work experience

- 4 years' experience within a Data Management in public health related environment of which 1 should be at a management level.
- Experience working with monitoring and evaluation programmes.
- 1 years' experience working with donor-driven programmes
- Experience with qualitative and quantitative data collection and analysis.
- Ability to develop data cleaning and storage systems and creating databases.
- Experience working at various levels of data collection and conducting routine data quality audits.
- Experience with the DHIS, Tier.Net, TB data and other DoH data systems.
- Experience writing reports for internal use and for external stakeholders such as the Department of Health.

- Demonstrated ability to build capacity of staff members on monitoring & evaluation systems.
- Experience in implementing and supervising quality improvement work.
- Experience of clinical systems and data management.
- Experience of change management.

Demands of the job

- May be required to work at sites that are under resourced.
- Working overtime and on weekends may be required.
- Must be able to work in time constrained, highly pressurized deadline driven environments.
- Valid Driver's license and own vehicle required.
- Local travel will be required.

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.
- Work with Institute management, subordinates and support staff as well as DOH and donors.

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