

VACANCY

Job title:	Senior Programme Manager- Monitoring & Evaluation (GOPHELEGA) – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To support and monitor the implementation of the GOPHELEGA programme and lead the formulation of the monitoring, evaluation and reporting strategy in line with the donor and organizational objectives, lead and co-ordinate organizational responses to Funder and DoH.
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 towards appropriate collection and reporting of CDC Programmes' routine output data and data management
- Provide M&E technical assistance, as required, to Wits RHI's GOPHELEGA projects
- Develop and conduct presentations on behalf of GOPHELEGA and Wits RHI
- 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, Daily Reports and DATIM data to identify gaps in the sub-district and district M&E systems
- Work with the DMs and technical teams to develop M&E activities in response to the specific needs and priorities of the district special Siyenza sites
- 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
- Act as a point of contact for GOPHELEGA M&E person between partners
- Compile internal and external reports.
- In conjunction with the DM and M&E team, develop annual work plans for the position, and timelines for implementing the proposed activities
- Gives support and guidance in the creation of data collection tools
- 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, MER, NON- MER and NIDS roll outs)
- Provide support to Information Management staff and GOPHELEGA for: - Appropriate reporting of data to the DHIS, TIER and DATIM (facility to district levels) - Extraction of information from the DHIS, TIER and other DoH systems for monitoring purposes
- Interprets findings of data assessments/audits and ensures implementation of data quality improvement plans
- Working with the QI team conducts root cause analysis to prevent future data quality issues and implement new standards or processes including taking necessary corrective action.
- Conduct monthly reviews of the DHIS, TIER data at the sub-district and district levels.

- Provide data quality support as appropriate.
- Revise activities based on the TIER, DHIS data, implementation experiences, and programme feedback.
- Participate in regular feedback and planning sessions with line manager, M&E and other technical teams, and DoH counterparts
- Establish/participate in data quality forums
- Participate in district data review meetings (to support data use)
- Support districts with target setting initiatives
- 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
- 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

- Master's degree in an appropriate discipline. Proficiency in Microsoft office.
- Excellent data presentation skills (primarily MS Excel and PowerPoint).
- DHIS, TEIR, STATA, DATIM and Data Analytic Software's.

Desirable additional education, work experience and personal abilities

- Strong analytical and quantitative skills.
- Able to work independently and as part of multi-disciplinary team.
- Willing to take initiative and empathetic.
- Strong organisational skills and attention to detail.
- Experience working with target setting, strategic information management, 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 Wits RHI and partner organizations.
- Positive, energetic team leader with an ability to adapt to complex situations, manage stress, deliver goals pro-actively and great work ethic.
- Organized with a thorough and accurate approach to work.

Required minimum work experience

- 5 years' experience within public health monitoring & evaluation environment and Data analytics of which 2 should be at a management level, 2 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, DATIM, SynCH and other DoH/ Donor data systems.
- Experience in donor and DoH reporting, 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 in strategic planning, work plan writing, clinical and data management guidelines and SOPs.
- Experience of change management.
- Excellent communication skills (verbal and written).

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, Civil Society 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