

## VACANCY

<b>Job title:</b>	Strategic Information Officer (Community) – WRHI - Gophelega
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	Contribute to the provision of a comprehensive approach to quality improvement in data management and data analytics in the District, in support of reaching Gophelega and DOH programme objectives.
<b>Location:</b>	Tshwane
<b>Closing date:</b>	18 January 2022
<p>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.</p> <p>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</p>	

### Key performance areas

- Participate in the implementation of data quality and reporting needs assessments for the specified cluster (s) in Gophelega districts together with the cluster teams.
- Provide M&E technical assistance, as required, to Wits 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 all data (DHIS2, Tier, ETR, other systems) to identify gaps in the facility's information systems.
- Work with the Project Managers, QIAs and technical teams to develop M&E activities in response to the specific needs and priorities of the cluster (s).
- In conjunction with the Project Manager and facility team, develop annual work plans for the position, and timelines for implementing the proposed activities.
- Monitor PEPFAR project outputs closely, including at the facility level.
- Report progress on monthly/ quarterly basis as required by specific indicators.
- Participate in data verification and reporting activities.
- Facilitate, and co-ordinate the timely and accurate submission of data for program and donor reporting.
- Implement the proposed activities in the district (including Tier, ETR, DHIS2 and NIDS roll outs).
- Provide support to the Data Capturers & DoH Information Officers for:
- Appropriate reporting of all data to the TIER, DHIS2 (facility to district levels).
- Extraction & review of information from TIER and DHIS2 for monitoring purposes.
- Conduct routine review of the data at the facility level and provide data quality support as appropriate.
- Revise activities based on the data, implementation experiences, and the programme feedback meetings.
- Generate timely reports from activities conducted.
- Participate in regular feedback and planning sessions with line manager, facility, and other technical teams, and DoH counterparts.
- Establish/participate in data quality forums at the facility.
- Participate in facility and district data review meetings (to support data use).
- Attend to all staffing requirements and administration.
- Participate in the recruitment processes of facility-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 ongoing training and development activities such as conferences, workshops etc.
- Act as the first point of contact in assisting DoH managers at the facility, sub-district & district levels with data related issues or mentoring.
- Maintain accurate records to document processes and outputs.
- Communicate clearly and effectively with all levels of the institute staff around programmatic inputs and outputs.
- Communication with local, regional, and other 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.

#### **Required minimum education and training**

- Bachelor's degree in a data management or health-related field (monitoring & evaluation, public health, science, etc.)

#### **Desirable additional education, work experience and personal abilities**

- Experience with Monitoring and Evaluation: data management and data analysis in the healthcare sector and 1 years' experience working with donor-driven programmes.
- Ability to develop data cleaning, storage systems and creating databases.
- Experience working at various levels of data collection.
- Experience with the TIER.Net, DHIS2, ETR.Net and other DoH/ PEPFAR 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 in training, coaching and material development.
- Experience of clinical systems and data management.
- Experience of change management.

#### **Required minimum work experience**

- Experience In public health or relevant field working with monitoring and evaluation systems:
- With a Bachelor's degree: 2 years' experience.
- With a Diploma: 4 years' experience.

#### **Demands of the job**

- Working overtime and over weekends may be required.
- Local travel will be required.
- Able to work in a highly pressurized environment.

#### **Communications and relationships**

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



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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.