

VACANCY

Job title:	Strategic Information Data Officer x1– Wits RHI – Gophelega - Tshwane
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	Contribute to the provision of a comprehensive approach to quality improvement in data management and data analytics in a specified geographical area, in support of reaching CDC and DOH programme objectives.
Location:	Wits RHI - Tshwane
Closing date:	03 December 2024
Submit detailed CV to:	vacancy34@wrhi.ac.za
Advert reference number:	RM008-2024
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.	

Key performance areas

- Participate in the implementation of data quality and reporting needs assessments for the specified facility (ies).
- 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 all data (DHIS2, Tier, ETR, other systems) to identify gaps in the facility's information systems.
- Work with the PMs, QIAs and technical teams to develop M&E activities in response to the specific needs and priorities of the facility (ies).
- In conjunction with the PM 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.
 - Conduct routine synch-TIER data alignment 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 sub 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 health-related field (monitoring & evaluation, public health, science, etc.).
- Code 8/10 for driving

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.
- Travel to different facilities across the Tshwane District.
- 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.

Should you be interested in applying for this vacancy, please send an email to vacancy34@wrhi.ac.za The subject heading of the email must read **RM008-2024** and the job title of the position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV.