

VACANCY

Job title:	Data Improvement Advisor -School Based HIV and GBV Prevention Programme
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide technical support to strengthen the M&E systems for implementing the Department of Educations' Integrated School Health Program.
Location:	Eastern Cape x 2 Limpopo x1 Ehlanzeni x1
Closing date:	17 December 2020
Submit detailed CV to:	Vacancy2@wrhi.ac.za
Advert reference number:	CW0082 - 2020
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

- Support the development and implementation of baseline assessments to understand data quality improvement needs.
- Develop a work plan and timelines for addressing the identified data needs and priorities.
- Work with Data Capturers to ensure that all the programme data are captured accurately into integrated information management system.
- Routinely review data entered on the integrated information management system against source documents.
- Obtain, evaluate, and interpret data in order to prepare clear and precise reports on quality management.
- Monitor the systematic data collection and analysis of programme indicators.
- Coordinate internal Routine Data Quality Assurance (RDQA) sessions and ensure that findings are shared with the programme team.
- Ensure Implementation of programme data management adheres to the Standard Operation Procedures (SOPs).
- Ensure that all programme data is secured and transmitted according to the SOP.
- Prepare weekly, monthly and quarterly program report with reference to Quality Improvement and Monitoring and Evaluation activities including data reporting and success stories.

- Provide ongoing capacity building to staff members on data management principles and data quality improvement processes.
- Work with the national team to develop district reports using approved templates.
- Integrate feedback from monthly output reports into programme implementation plan and subsequent progress reports.
- Participate actively in the generation of required Donor and other the institute reports.
- Participate in regular planning sessions with line manager and/or technical specialists.
- Liaise with the WRHI training team, DoE and RTC to address training gaps.
- Provide support as needed for the implementation of partner data management systems.
- Participate in regular meetings with district partners, information officers to discuss issues and technical response from the team.
- Provide relevant on-site training as necessary.
- Act as the first point of contact in assisting facility managers, HIV Coordinators etc. with data related issues or mentoring.
- Maintain accurate records to document processes and outputs.
- Communication 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.
- Work with the sub-district team to develop and provide relevant feedback to the facilities, schools and DoH and DoE leadership and staff.
- 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 in attending training and development sessions and relevant meetings.

Required minimum education and training

- Post matric qualification.

Desirable additional education, work experience and personal abilities

- Experience working at various levels of data collection, developing and maintaining data systems, working with qualitative and quantitative data collection and analysis.
- Proficiency in government data management systems e.g. DHIS, EMIS, LURITS etc. Thorough with good attention to detail.
- Ordered and systematic with a tendency to adhere to protocols. Good administrative skills are required together with proficiency in Microsoft Office and database packages.
- Able to work to deadlines.
- Demonstrated data capturing speed and accuracy.
- Confidentiality, tact and discretion must be maintained at all times.
- Sound interpersonal and communication skills.
- Self-motivated, able to work independently and as part of a multidisciplinary team.

Required minimum work experience

- 2-3 years' experience working with data quality systems and/or data management. 3 years' experience in public health related monitoring and evaluation programmes.

Should you be interested in applying for this vacancy, please send an email to vacancy2@wrhi.ac.za. The subject heading of the email must read **CW0082 - 2020** and the job title of 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