

<b>VACANCY</b>	
<b>Job title:</b>	Data Improvement Advisor
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	Provide technical support to strengthen the M&E systems in Key Population program sub-districts and facilities.
<b>Location:</b>	Bellville, Cape town.
<b>Closing date:</b>	19 October 2023
<b>Submit detailed CV to:</b>	vacancy25@wrhi.ac.za
<b>Advert reference number:</b>	<b>SU 52-2023</b>
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

Conduct routine review of all source documents to ensure fidelity of source documents and accuracy of data entered into program data systems, including Tier, REDCap and Excel tools.

Identify data errors and document required corrections for data capturers to complete. Follow up to ensure corrections are completed.

Train, mentor, and coach data capturers to ensure all program data meet data quality standards.

Work with sites to conduct needs assessment of data-related issues and develop work plan and timelines for addressing the identified needs and priorities.

Be the first point of contact in assisting facility managers with data related issues or mentoring for data quality.

Implement quality improvement activities with particular attention to strengthen data reporting, data quality and systems at sub-district and individual facility levels.

Plan and conduct regular contacts (calls and visits) with data staff and ascertain data related issues.

Provide support to ensure appropriate data flow and data quality is maintained from the facility to sub district, this includes data reported into the DHIS, Tier.net, ETR.net and other.

Maintain accurate records to document support provided, processes and outputs to report to the M&E team.

Outline challenges and achievements in the program.

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.

Identify data quality training needs of staff at the facility and district levels.

Develop M&E training plan and calendar, plan and organize trainings.

Liaise with the WRHI Key Populations technical and data team to address training gaps.

Plan and conduct workshops and in-service trainings for KP program staff and other relevant stakeholders.

Participate in regular meetings with facility managers and sub-district 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 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.

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**

Degree in data management, demographics, or similar.  
Advanced monitoring and evaluation experience.

### **Required minimum work experience**

2-3 years' experience working with data quality systems and/or data capturing. 3 years' experience in public health related monitoring and evaluation programmes with on-the job training including.

### **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 collection and analysis.

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.

Should you be interested in applying for this vacancy, please send an email to [vacancy25@wrhi.ac.za](mailto:vacancy25@wrhi.ac.za) The subject heading of the email must read **SU 52-2023** 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