

VACANCY	
Job title:	Data Improvement Advisor - School Based HIV and GBV Prevention Programme
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide technical support to strengthen the M&E systems for implementing and monitoring the USAID funded HIV and Violence Prevention award at district level; particularly ensuring data quality of the indicators and metrics pertaining to the provision of SRH and PrEP at the community level.
Location:	Gauteng (Sedibeng)
Closing date:	17 October 2023
Submit detailed CV to:	Vacancy15@wrhi.ac.za
Advert reference number:	EM123-S-2023
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.
- Contribute to the development of data management SOPs.
- 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, timely accurately into the information management system.
- Routinely review data entered on the information management system against source documents.
- Obtain, evaluate, and interpret data in order to prepare clear and precise reports on quality management
- Monitor and implement the systematic data collection and processing to ensure compliance with the data quality management protocols.
- 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 programme 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
- Provide support as needed for the implementation of partner data management systems.
- Participate in regular data review meetings with staff, partners, government, and other stakeholders
- Provide regular site support to the implementation teams.
- Act as the first point of contact in assisting district DoH, DoE including facility managers, HIV Coordinators etc with data related issues or mentoring.
- Maintain accurate records to document processes and outputs.
- Supervise district data team to ensure that work is performed optimally.
- 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.
- 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.
- Perform other duties as required.

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.
- Experience with data analysis using excel, STATA etc
- Proficiency in government data management systems e.g., DHIS, EMIS, LURITS, TIER, CBIMs.Net 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 programs.

Should you be interested in applying for this vacancy, please send an email to vacancy15@wrhi.ac.za. The subject heading of the email must read **EM123-S- 2022** 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