

VACANCY	
Job title:	Monitoring and Evaluation Manager (12 Months)
Division	Soweto Comprehensive Cancer Centre
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To develop and manage the monitoring and evaluation activities of research projects to ensure the effective collection, dissemination and reporting of research.
Location:	Chris Hani Baragwanath Hospital
Closing date:	08 January 2024
Submit detailed CV to:	vacancies2@witshealth.co.za
Advert reference number:	M&E 1
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

Quality Data Collection and Tools: -

- Develop database to support the project
- Define data collection methods and sources for each program indicator.
- Define a data collection schedule in accordance with program management need.
- Ensure that data flow and internal reporting requirements are defined, and clear guidelines, SOPs and other tools are in place for data collection, aggregation and reporting.
- Standardize paper tools, electronic systems (DOH & Program) and SOPs to ensure they are harmonized across all sites for data collection, processing and analysis.
- Ensure data sources collect the required information to the agreed minimum quality standards.

Data Quality Assurance

- Ensure appropriate data quality assurance systems, measures and tools are in place and are monitored at all levels.
- Identify shortcomings in the processes and remedy these by developing protocols to ensure regular, accurate data collection and reporting and continually improve them for efficiency.

Reporting

- Monitor adherence to reporting timelines as well as quality of data submitted.
- Work closely with the Project Director/Reporting Teams to ensure that all project data are reported according to the required quality standards and timelines
- Regular reporting to the funder and other key stakeholders.

Capacity Building

- Build capacity on Redcap use
- Build capacity and provide supportive supervision for SCCC M&E staff on data collection and management, reporting processes, systematic use of defined tools and M&E.
- Develop training curricula and provide training for M&E staff
- Develop tools that support data use within programs.
- Build capacity of the programme teams to use data in a strategic manner to inform programme decision making.
- Report regularly to senior management on data collection and quality, adherence to standards and timelines, and on reports, processes and systems.

Research development: -

- Contribute to the development of ECHO's research agenda.
- Establish a Scientific Advisory Group to determine research priorities.
- Develop a system to assist researchers in submitting concept documents and protocols to SAG for review.
- Provide advice and support to clinical research projects and activities.
- Collaborate closely with Investigators and provide advice or guidance on study design, protocol, research tools, data analysis and other research related activities.
- Collaborate with leDEA to share accurate data.
- Mentor Investigators in Epidemiology and research methodology.

Required minimum education and training

Bachelor's degree

Master's degree in Epidemiology, Biostatistics, or Public Health.

Required minimum work experience

Minimum of 5 years in a research environment.

Desirable additional education, work experience and personal abilities

- Experience in Redcap database development.
- Experience in leading and motivating a technical team composed of several interdisciplinary technical
- Ability to work across business units and capture and disseminate lessons learned to ensure the continual improvement of data collection processes and outputs
- Ability to portray complex data sets in easy-to-understand formats including visualizations
- Some experience on the Qaultrix system.

Should you be interested in applying for this vacancy, please send an email to vacancies33@witshealth.co.za
The subject heading of the email must read **M&E 1** 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