



THE ORGANISATION

Potentia is a PEPFAR development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP) to promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff are deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

EVALUATIONS OFFICER

THE BACKGROUND

The Ministry is planning the implementation of the expanded national response to HIV/AIDS, TB and Malaria. The Ministry of Health and Social Services (MoHSS), has the mandate to coordinate the National Response to HIV/AIDS/TB/Malaria. Government and several development partners have committed an increased amount of resources to its operationalisation. It is therefore important that such resources bring about positive returns through achievement of the strategic results and outcomes as outlined in different programme activity plans and to demonstrate the effectiveness of programmes both at the national level as well as regional and district levels.

THE POSITION

The successful candidate will work under the direction of the head of RM&E subdivision and work closely with all stakeholders at all levels. The Evaluation Officer is responsible for taking lead in implementation of Evaluations and Research conducted in the Directorate and the Ministry at large. The Evaluations Officer will be responsible for the timeous collection, efficient storage and retrieval, analysis of data and report writing of all HIV/AIDS/TB/Malaria Evaluations and Research information. He/she will manage the programmes Evaluations and Research database for HIV/AIDS/TB and Malaria with a large amount of work on the implementation of the new systems being set up.

KEY AREAS OF RESPONSIBILITY:

- Oversee the national development and implementation of Evaluations and research of HIV/AIDS/TB/Malaria.
- Establish data quality assurance procedures that ensure accurate data.
- Ensure that personnel involved in Evaluations and Research has adequate training and supervision to assure quality.
- Take lead, in liaison with relevant officials in MoHSS and Other institutions to advance and advocate for Evaluations and Research (Research Agenda).
- Establish a data quality assurance procedure that ensures reporting of accurate Evaluation and Research data to RM&E/DSP.
- Conduct data auditing before any Evaluation and Research data is collated for analysis and reporting.
- Establish research and surveillance data synthesis working group and provide leadership in data synthesis reporting.
- Undertake support and advocacy visits to all sectors that are part of the HIV/AIDS/TB/Malaria National response.
- Facilitate the training of all relevant officers in areas of Evaluations and research based on identified needs, such as implementation of a specific survey at appropriate levels.
- Other functions and duties as assigned.

THE PERSON

The successful candidate will need to have a proven record in this field and the Ministry will rely on your technical expertise to develop and strengthen processes.

MINIMUM REQUIREMENTS

- Masters degree in research/demography/statistics.
- B-degree or equivalent qualification in research/demography/statistics with more than 5 years experience.
- At least 5 years experience in HIV/AIDS/TB/Malaria programme administration, spastic and working with large data sets/monitoring and research/evaluation including the compilation and presentation of reports of programmatic data. Preference will be given to persons with experience in implementing HIV/AIDS programmes.
- Research Project management background.
- Must be willing to perform all programme monitoring and evaluation tasks with regard to HIV/TB/Malaria, training, data collection, management, synthesis and reporting.
- Advanced skills in data analysis and synthesis of response programme data and survey data.
- Advanced skills in computer packages such as EPI Info, STATA, SPSS, is an essential requirement.
- Good spoken and written English, with the ability to clearly communicate data management concepts to non experts.
- Capacity to train and supervise staff.
- Must be willing to travel.

INTERESTED ?

This is a PEPFAR funded position and the successful candidate will be offered a **fixed term contract** and an attractive package commensurate with qualifications and experience is offered. The closing date is **11 October 2013** and only suitably qualified Namibian candidates will be considered. Kindly forward your electronic CV to **shiwana@potentia.com.na** before the closing date.

Kindly state the position title and the name of the applicant as the heading of the application. NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.