



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 and other donor recipients, staff are deployed at hospitals, health facilities and partner offices 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:

REGIONAL M&E OFFICER (KUNENE REGIONAL COUNCIL)

THE POSITION

The successful incumbent will be responsible for the collection and storage of data required for monitoring the implementation of the National response to HIV/AIDS, TB and Malaria. You will design, develop and manage the programmes monitoring database and will work closely with the staff in the Regional Council and the response M&E subdivision within the MoHSS to help further develop the M&E in all sectors in their respective regions.

Key areas of responsibility:

- Actively participate in all the HIV/AIDS, TB, and Malaria activities as required by the Regional Council.
- Coordinate the implementation of the System for Program Monitoring (SPM) in the region.
- Manage skills building and competencies in SPM Implementation in the region.
- Develop reports on Sector, Regional and National performance on SPM Implementation.
- Conduct support visits and provide mentorship to all implementers of the SPM in the region.
- Audit data before it is reported to Directorate of Special Programmes/Response M&E Division of the MoHSS (DSP/RM&E) and document the findings and actions taken of these data audits.
- Advocate for SPM and general M&E at all levels in the region.
- Capture SPM data onto forms and submit data to RM&E and Ministry of Regional Local Government, Housing and Rural Development (MRLGHRD).
- Manage report preparation for SPM, link SPM with health facility HIV intervention data collection.
- Disseminate reports and give feedback to stakeholders.
- Participate in creation of a database for SPM data collection and analysis at regional level.
- Build capacity of RAC unit to take over SPM responsibilities in future.
- Create an inventory of all the HIV intervention implementers and build good partnerships.
- Manage the submission of SPM forms by HIV implementers by recording the names of those implementers that have submitted forms, verifying the completeness and liaising with organisations that did not submit forms.
- Monitor the number of SPM forms received, response rates and other relevant information.
- Archive all SPM forms that have been submitted for data verification if necessary.

THE PERSON

Minimum requirements

- A 4 year degree or equivalent in Social Science/Public Health related fields (Statistics/ Epidemiology/ Economics/ Demography) from a recognized institution.
- Project Management background and at least 2 years relevant working experience, ideally monitoring of HIV/AIDS, TB or Malaria in a multi-sectoral setting.
- Demonstrates a willingness to perform all programme monitoring and evaluation tasks with regard to SPM training, data collection, management, synthesis and reporting.
- Reflects sound interpersonal skills, communication skills, training experience, and displays an ability to identify and resolve policy and operational challenges.
- Must be in possession of a valid Driver's License.
- Must exhibit a high degree of professional excellence characterized by sound independent judgment, initiative, and a high standard of ethics.
- Advanced computer skills including the ability to write computer programmes, design database structures, and assist with development of computerized information systems.
- Ability to maintain professional confidentiality at all times and willingness to travel whenever necessary.
- Ability to speak and write professional/ technical reports in clear English.
- Strong organizational skills and ability to work in a team-oriented, culturally diverse environment

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 **7 February 2014** and only suitably qualified Namibian candidates will be considered. Kindly forward your electronic CV for the attention of Mr Vernon Thompson to admin@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**

SENIOR M&E DATA CLERK (HIV/AIDS, TB & MALARIA)

THE POSITION

The successful incumbent will serve as a technical support function for junior data clerks at various facilities and districts within their regions to manage the process of accurate data capturing and validation of the computerised and other records for HIV, TB and Malaria.

Key areas of responsibility:

- Supervise M&E data clerks for HIV, TB and Malaria at the health facility and at district level.
- Provide administrative support services to M&E data clerks e.g. management of leave, transfers etc.
- Maintain the integrity of data captured. Ensure accurate data capturing in accordance with the prescribed tools.
- Assist with data capturing, entry, cleaning, and timely reporting & dissemination of HIV/AIDS, TB & Malaria data.
- Ensure that the HIV/AIDS, TB & Malaria data are submitted on time to district, regional and national level. Produce monthly data diskette/CDs to be delivered to the MoHSS RM&E subdivision.
- Ensure that there are adequate data back-up procedures in place and that these are adhered to.
- Mentor and assist staff when/where necessary in data quality assurance following the measures as advised by the M&E plans and guidelines/instructions for the RME-subdivision.
- Analyse the monthly summary statistics and compile reports for distribution to the relevant stakeholders at facility, district, regional, and national level.
- Compile quarterly reports for district, regional and national level.
- Identify capacity building needs and facilitate capacity building for data clerks and other health personnel.
- Conduct quarterly data quality-checks to promote data completeness.
- Train district and regional health personnel in the abstraction of data, capturing, management, and analysis.
- Coordinate with the SHPA/CHPA for Special Programmes and HIS the M&E activities at district level.

THE PERSON

Minimum requirements

- A tertiary qualification in Administration / Information Technology will serve as an advantage.
- At least 2 years working experience in a data collection field, preferably in the health sector.
- Good computer literacy levels, with specific reference to MS Word and Excel (this will be tested).
- Ability to speak and write professional reports in clear English.
- Excellence driven with an appreciation for accuracy.
- Impeccable integrity and demonstrates an ability to maintain professionalism and confidentiality at all time.
- Willingness to travel whenever necessary and a proven ability to work independently within a context of a team.

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 **7 February 2014** and only suitably qualified Namibian candidates will be considered. Kindly forward your electronic CV for the attention of Ms Theophilina Shikongo to theo@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**