



THE ORGANISATION

Our client is a donor funded organization and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They 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 appropriately qualified and experienced candidates to fill the following positions:

SENIOR RESEARCH & SURVEILLANCE OFFICER HIV/AIDS/TB & MALARIA

THE POSITION

The successful candidate will be responsible for taking lead in the implementation of surveillance and research national agenda. He/She will be responsible for the timeous collection, efficient storage and retrieval, analysis of data and report writing of all HIV/AIDS/TB/Malaria surveillance and research information. You will report to the head of Regional Monitoring and Evaluations subdivision and work closely with all stakeholders at all levels. In addition, you will be responsible for the coordination and execution of all evaluations. Similarly, the officer will ensure that data needed to conduct projections and triangulations in terms of inputs are readily available.

KEY AREAS OF RESPONSIBILITY

- Oversee the national development and implementation of research and surveillance activities on HIV/AIDS/TB/Malaria.
- Establish data quality assurance procedures that ensure the availability of accurate data.
- Ensure that personnel involved in surveillance and research have adequate training and supervision to assure quality.
- Take lead, in liaison with relevant officials in MoHSS and other institutions to advance and advocate for surveillance and research (Research Agenda).
- Establish data quality assurance procedures that ensure reporting of accurate research and surveillance data to RM&E/DSP.
- Conduct data auditing before any research and surveillance 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 surveillance and research based on identified needs, such as implementation of a specific survey at appropriate levels.
- Draft protocols for different studies, convene technical working groups and steering committee meeting including drafting of terms of references for the committee.
- Draft terms of reference for consultants where the study is being outsourced and oversee the implementation thereof.
- Coordinate the abstract and manuscripts writings for different conferences.
- Provide scientific leadership in the development and updating estimates and projections including spectrum on an annual basis.

MINIMUM REQUIREMENTS

- Master's degree in Research/Demography/Statistics/Public Health/Epidemiology.
- A PhD in Research/Demography/Statistics/Public Health will serve as an advantage
- At least 3-5 years' experience in HIV/AIDS/TB/Malaria programme administration which should include working with large data sets, monitoring and research/surveillance including the compilation and presentation of reports of programmatic data.
- 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?

The successful candidate will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date for this position will be the **12 May 2017** and suitably qualified Namibian candidates are encouraged to apply. Applications should be forwarded to **Martha@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.**