

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:

REGIONAL MONITORING AND EVALUATIONS OFFICER X4 (Oshakati, Rundu, Windhoek and Otjiwarongo Districts) Fixed-Term Contract

The Position

The purpose of this position is to improve the quality of recording and capturing of data in source documents at District and Facility levels. This position also aims to provide support to the MoHSS implementing team at the facility-level, which includes a HIV Clinical Nurse Mentor. You will be responsible for collaboration with site management and staff to monitor and document results of strategies which are implemented to address challenges to quality of service delivery.

Key areas of focus

- Monthly reporting of data from sites.
- Conduct support visits and assist with troubleshooting, mentoring and data entry.
- Harmonization of data capturing and reporting in collaboration with partners.
- Work with RMT to improve reporting and data quality assurance.
- Work closely with clinical mentors to conduct field visit and use of transport facilities.
- Facilitate solving of identified challenges in consultation of Regional Management Teams and clinical mentors.

The Person

Minimum requirements

- A Bachelor's degree in statistics, mathematics, or other relevant advanced degree.
- Broad knowledge of HIV/AIDS programming.
- Proficiency in Microsoft Office applications with Advanced Excel skills.
- Proficiency in use of statistical software package (e.g. SAS, STATA, others).
- Strong verbal and written communication skills.
- Strong analytical and critical thinking skills.
- Strong presentation skills.
- Fluency in English – spoken, written, reading and comprehension.

MONITORING AND EVALUATION: DATA MANAGER (HIV/Aids, TB and Malaria) Fixed-Term Contract

The Position

The M&E Data Manager is responsible for the collection and storage of data required. You will design, develop and manage the programmes monitoring database. The Data Manager will work closely with the Response M&E staff to help further develop the Response M&E Subdivision within the Ministry. You will supervise data entry personnel and the support the coordination of data management activities for all routine programmes including studies or other MoHSS surveys undertaken by the subdivision.

Key areas of focus

- Support the development and maintenance of data collection instruments and ensure that the Ministry's data management scheme captures all data relevant for monitoring and reporting upon the HIV/AIDS, TB and Malaria programmes in a suitable format.
- Oversee the development of the National M&E database.
- Establish a data quality control procedure to ensure transfer of data from existing site-specific data capture systems into the National M&E database.
- Work with HIS/MIS staff and other stakeholders to ensure that personnel involved in collecting data have adequate training and supervision to minimize errors or inconsistent data.
- Work with the M&E subdivision staff to perform quality control and quality assurance of important variables in the three programme indicators.
- Manage data for potential studies with data collection requirements beyond that required for basic reporting on the programmes.
- Generate ad-hoc reports as needed.
- Develop a disaster recovery protocol including daily backups.
- Supervise and mentor data management staff as required.
- Maintain and troubleshoot the IT infrastructure – servers, computers, cellphones and other technical issues at remote sites.

The Person

Minimum requirements

- Bachelor's degree in computer science or information technology.
- A minimum of 3-5 years of experience in client server relational database design and/or management and experience in managing large datasets. (MS SQL, Postgress SQL or MySQL).
- Experience with programming in Filemaker Pro and Java. Working knowledge of Mobile Programming technologies is advantageous.
- Strong organisational skills, multi-tasking and management skills and ability to work independently with minimal supervision.
- Strong trouble-shooting and organisational skills. Demonstrate strong proficiency with hardware and software systems.
- Skills in data analysis of health programmes and Proficiency with Statistical Software Packages (SPSS, STATA or SAS) including Microsoft Office (Excel, Access is required.).
- Skills in qualitative methods for data analysis via use of NUDIST etc.
- Experience working on Public Health surveillance preferred (HIV/AIDS, TB and Malaria).
- Ability to clearly communicate data management concepts to non-experts.
- Ability to train and supervise data entry staff.

Interested?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is 03 December, 2018 and suitably qualified Namibians are encouraged to apply. We request that you e-mail or contact the following persons for the respective positions:

- **M& E Data Manager (HIV/Aids, TB and Malaria), Windhoek Office, for attention of Mr Cameron Kali.** Email address: admin6@potentia.com.na
- **Monitoring & Evaluation Officer X 4 (Oshana, Rundu, Windhoek and Otjiwarongo Districts), for attention of Mr. Bradley Van Neel.** Email address: admin8@potentia.com.na

In the event that you do not receive an acknowledgement of your application within 2 working days, please contact us on 061 381 000. Kindly be advised that all selected candidates will be required to undertake an assessment test. Only electronic version of CV's will be accepted. We reserve the right not to make any employment offer. We reserve the right not to make an appointment.

