

The Organisation

Our client is a donor funded organisation 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. They also 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:

National Monitoring and Evaluation Officer: Cervical Cancer Screening (Fixed-Term Contract)

The Position

You will be responsible for capturing, compiling and analysing programme data as well as improving quality of data and the monitoring and documenting results of strategies implemented. You will play a support role to sites regarding trouble shooting, mentoring and data entry and evaluation.

Key areas of focus

- Compile monthly, quarterly and annual reports based on data from sites.
- Support visit to sites for; trouble shooting, mentoring, data entry assessment and evaluation.
- Harmonisation of data capturing and reporting in collaboration with partners.
- Work with Regional Management Team (RMT) to improve reporting and data quality assurance.
- Attend to challenges in consultation with National Officers, RMT and Clinical Mentors.
- Monitor and evaluate programme performances.
- Maintain records and files in an orderly, accurate and professional manner.
- Participate in data review and quality improvement processes.
- Participate in multi-disciplinary meetings.
- Participate in relevant operational research.
- Carry out any lawful and reasonable instructions as instructed by reporting line.
- Any other duties as assigned by supervisor.

The Person

Minimum requirements

- A Degree in Public Health, Statistics, or related qualifications.
- Qualifications in Monitoring and Evaluation will be an added advantage.
- Sound knowledge on HIV and related health services.
- Proficiency in the use of statistical software packages (SAS, STATA, EPI, DHIS, EPMS).
- 5 years prior experience working in public health programmes.
- Proficiency in Microsoft Office applications with advanced excel capability.
- Strong verbal and written communication skills.
- Analytical and critical thinking skills.
- Strong presentation skills.
- Fluency in English (spoken, written and reading).
- Organisational skills.
- Must be a team player.

Interested?

This is a fixed term position and our client offers an attractive package commensurate with qualifications and experience. The closing date for applications is **08 February 2019** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your application

- for attention of **Mr Cameron Kali** to admin8@potentia.com.na

In the event that you do not receive an acknowledgement of your application, please contact us on **061 381 000**. **Only electronic version of CV's will be accepted. Our Client reserve the right not to make any employment offer or appointment.**

