

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 an appropriately qualified and experienced candidate to fill the following position:

Surveillance, Research and Evaluations Officer (Research Management and Ethics) **Windhoek based. – Fixed term Contract**

The Position

The Surveillance, Research and Evaluations Officer will oversee the implementation of Health Research Systems in Namibia and provide the senior team at the Ministry with relevant information that will assist managers and policy makers in planning and decision making.

Key focus areas

Promotion and coordination of health research in the country:

- Assist with the promotion and coordination of health research and evaluation in the country.
- Participate in the execution of surveys, operational research and evaluations e.g. Demographic and health surveys, Service provision assessments, HIV impact assessments and Behavioural surveys.

Development of health systems research:

- Participate in the development and/or review of the national health research agenda and actively participate in the implementation phase.
- Assist with the development and/or review of the research training tools.
- Assist with training of mid-level managers in the Ministry and partner institutions.
- Provide expert advice and consultation on research methodologies.

Managing health research data and data requests:

- Assist with the analysis of health research data.
- Participate in the production of research reports when needed.
- Assist with the dissemination of research findings through publications in journals and conferences.
- Management of data requests.

Management of the Division:

- Participate in the preparation of divisional annual work plans and review of strategic plans.
- Prepare and review divisional performance agreements quarterly and annually.
- Supervise and monitor subordinate's activities and allocation of tasks.
- Facilitate internal communication mechanisms (sub-divisional meetings, circulation of materials).
- Assist in the identification of subordinate training needs annually.
- Facilitate the compilation of recurrent and development budgets.
- Participate in the compilation of quarterly and annual divisional reports.

The Person

Minimum requirements

- At least a bachelor's degree in a health related field. Post graduate qualifications will be a distinct advantage.
- A minimum of 3 years' experience in health systems research and research methodologies.
- A working knowledge of surveys, data analysis and publications. Practical experience using statistical packages such as SAS, Stata, SPSS or Epi-Info.
- Thorough knowledge of proposal development.
- Proven ability with Microsoft Word, Excel, PowerPoint and Outlook).
- Ability to train and mentor with excellent communication and facilitation skills.
- Ability to maintain professional confidentiality at all times.
- Proven public speaking ability and writing professional reports in English.
- Good interpersonal skills and ability to work with people from diverse backgrounds.
- Proven leadership skills.

Interested?

This is a fixed term position and our client offers an attractive package commensurate with qualifications and experience. The closing date is **16 May 2019** and suitably qualified Namibians are encouraged to apply. We request that you e-mail or contact **Ms Tangi Mumbalo**. Email address: admin8@potentia.com.na for the positions. 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.

