



COVID-19 RESPONSE



DATA MANAGER x2

Grade 7
3 Month contract

The Organisation

Our client is a donor-funded organisation and development partner in Namibia, working closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They deploy staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS and their goal is to increase the human capacity needed to provide clinical care and administrative support in countries and regions that are most significantly impacted.

These positions are specifically dedicated to the COVID-19 response.

The Region

The successful candidates will be based in the Khomas Region in Windhoek.

The Position

The incumbent will be responsible for strengthening the data management capacity at PHEOC. He/she will ensure timely capturing, storage, processing, analysis, and reporting of data into DHIS2 and other information systems. Furthermore, he/she will participate in health information systems meetings and contribute to the development of data quality standard operating procedure and policies.

Key areas of focus

- Ensure timely capturing, storage, processing, analysis and reporting of emergency data and information
- Establish data quality control procedures to facilitate the accurate transfer of data into DHIS2 and other databases
- Provide technical support to the team at the PHEOC. Regular database management (front and back-end) and daily update of dashboard indicators and other key data elements
- Conduct training and supervision to personnel involved in data management to minimize errors and/ or inconsistent data
- Ensure confidentiality is maintained
- Participate in health information system meetings and contribute to the development of data quality standard operating procedures and policies
- Perform other tasks as delegated by the Supervisor and assigned by the reporting line.

The People

Minimum requirements:

- A Bachelor's degree in Health Information Systems, Public Health, Statistics, Health-related Science or equivalent.
- A Master's Degree in Informatics, Public Health/Epidemiology will be an advantage.
- At least three years' experience in data management.
- Proven Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skills in using DHIS2.
- Practical experience on data analysis using Statistical packages such as SAS, Stata, SPSS or Epi-Info.
- Ability to train and mentor, with excellent communication and facilitation skills.
- Ability to maintain professional confidentiality at all times.
- Ability to speak in public and write professional reports.
- Proven interpersonal skills and ability to work with people from diverse backgrounds.

Interested?

- Closing date for applications is **24 July 2020**
- Please submit your application to admin6@potentia.com.na

Please contact us telephonically on (061) 381 000, if you have not received any acknowledgement within 2 days of your application. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date. Only electronic versions of CVs will be accepted. Our client reserves the right not to make any employment offer or appointment.



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