

**Vacancy:** Technical Director, Namibia  
**Report to:** UCSF Informatics Program Manager  
**Local:** Windhoek, Namibia

**Background:**

The University of California San Francisco (UCSF) is engaged in several projects in Namibia that are funded by the U.S. Government to provide technical assistance to the Ministry of Health and Social Services (MOHSS) and its partners in the areas of public health surveillance, research, health management information systems (HMIS) and program monitoring and evaluation. UCSF is recruiting an individual through its affiliated international NGO 'Global Programs for Research & Training' (GPRT) to serve in the following position: Technical Director, Namibia.

**This position is a full-time contract position with funding through September 30, 2021 subject to renewal based on funding renewal.**

**Job Summary:**

The Technical Director will work closely with the UCSF Program Managers, local Global Programs staff, Ministries of Health staff, CDC Namibia country office personnel as well as staff at implementing partners. He/she will work closely with relevant points of contact and health providers to ensure successful implementation of the projects, surveys and research studies and to ensure that staff at each site adhere to approved ethical procedures in survey protocol as these relate to informed consent, data collection, storage, security, and backup, and biological specimen collection, storage, shipping, and safety. Additionally, he/she will ensure that the technical requirements of the various projects are met and to monitor participant recruitment, sample collection, transport, and quality of data.

Additionally, the Namibia Technical Director will work closely with the in-country Health Informatics Systems (HIS) Coordinator to monitor overall progress on several informatics projects including a maternal-infant tracking system, and eHealth Strategy deliverables. He/She is not expected to be a computer scientist but will be expected to apply project management best practices in a variety of HIS scenarios.

**Duties will include:**

- Overseeing technical assistance given to support on- site implementation of all project activities including facility engagement, data collection, and supervision of Quality Assurance (QA) Monitors.
- He/she will have a thorough understanding of the protocols, standard operating procedures (SOPs), and operations manuals and collaborate in the development of study tools and other related materials, including operations manuals, help to assess the appropriate incentive amounts and types for facilities and labs.
- He/she will provide technical, administrative, and logistical support including pre-testing and refinement of tools, coordination of training, data collection, data analysis, study documentation, and ensuring protocol adherence before, during, and after the survey.

The Technical Advisor will coordinate all training related to the surveys in conjunction with other partners, including finding venues and procuring supplies and conduct fortnightly or monthly visits to assess the logistics and technical progress of the work. He/she will maintain constant communication and provide regular updates to Recency Program Managers and implement any suggested feedback or programmatic shifts, including participation in weekly meetings with CDC, UCSF, implementing partner, and MOHs to identify any concerns with the procedures and adverse situations.

The individual will report to the UCSF Informatics Program Manager in San Francisco while working closely with the Ministries of Health and other study group stakeholders. He/she should be open to

new tasks throughout the project period and available to respond to unexpected logistical and other needs that may arise.

**Minimum Qualifications:**

- Bachelor's degree in related area and 3 or more years of related experience; and/or equivalent experience/training;
- Knowledge of research function;
- Strong experience in project management of large-scale research or program management;
- Knowledge of common organization- or research-specific and other computer application programs;
- Skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals/analyses;
- Strong organizational skills and project management;
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing;
- Ability to use discretion and maintain all confidentiality;
- Analytical/problem-solving skills;
- Ability to multi-task with demanding timeframes;
- Ability to work independently with minimal supervision.

**Preferred Qualifications:**

- Master's degree in a related area and three+ years of related experience; and/or equivalent experience/training;
- Degree in public health, epidemiology, or social sciences such as anthropology, demography, geography, sociology, psychology, OR health professional with tertiary qualifications, such as nursing, clinical medicine, or medical laboratory technology;
- Strong policy analysis techniques;
- Experience recruiting and hiring staff;
- Work experience in Africa;
- Working knowledge of health informatics systems strongly preferred.

**HOW TO APPLY:**

Email your cv and cover letter to [Info.Namibia@ucglobalprograms.org](mailto:Info.Namibia@ucglobalprograms.org) and ensure your name is included in the name of each file submitted. Documents without applicant's name in the name of the file will not be considered. The closing date is **24<sup>th</sup> November 2020** and suitable qualified Namibians are encouraged to apply. **Only electronic CV's will be accepted.**

We offer an attractive remuneration package commensurate with qualifications and experience.