GLOBAL PROGRAMS
for Research & Training

Affiliate of the University of California, San Francisco

VACANCY ANNOUNCEMENT

HIS Monitoring and Evaluation Manager

Job summary:

The Health Information Systems (HIS) Monitoring & Evaluation (M&E) Manager will work closely with their Global Programs and University of California San Francisco (UCSF) colleagues, the Ministry of Health, and Social Services (MHSS), the US Centers for Disease Control and Prevention (CDC), and other stakeholders in Namibia. Their primary responsibility is to ensure complete and quality data to inform data-driven decision making for public health programs. This includes activities to ensure the quality and completeness of in-country HIS datasets (public/programmatic/survey) for purposes of informing integrated public health responses. They will lead M&E and Quality Improvement (QI)/ Quality Management (QM) activities for the HIV program, including ensuring data correctness, conducting data analyses, report development, liaising with other implementing countries and stakeholders on data-related matters, supporting the implementation of the data use SOP, conducting routine data reviews, monitoring the HIV dashboards for strategic planning, and working with the HIS team on developing data requirements and troubleshooting. The incumbent will report to the HIS Project Coordinator and will work closely with MHSS staff, and UCSF employees to support and represent the NAMTAC award to stakeholders in country.

Required minimum education:

A Bachelor's degree in public health or social sciences preferred (demography, geography, sociology, psychology or other) OR Data Management, Computer Science, Software Engineering or a related field with sufficient training in database related disciplines OR health professional with tertiary qualifications, such as nursing, clinical medicine or medical laboratory technology. Master's degree in public health would be an added advantage.

Required minimum work experience:

- At least five years of working experience (after graduation) in a healthcare field.
- Minimum experience of 5 years in M&E.
- Proven experience in PEPFAR M&E and reporting.
- Demonstrable experience with leading or conducting data quality management activities.
- Ability to coordinate with multiple stakeholders in countries to carry out duties as assigned.
- Knowledge of data privacy considerations.
- Having a good working knowledge of the HIS landscape in Namibia.
- Experience with one or more of the following are considered advantageous:
  - Clinical care & treatment programs
  - Monitoring and Evaluation
  - Data science

- o Epidemiology
- o Scrum methodologies

Desired skills:

- Exceptional communication, collaboration, and interpersonal skills.
- Assertive problem-solving skills in complex, multi-sectoral environments involving multiple aspects of health information systems.
- Strong analytical, problem-solving, critical thinking, and decision-making skills.
- Excellent and proactive stakeholder engagement skills.
- Ability to work professionally and collaborative in a multi-cultural, distributed, internationally based team setting.

Roles and responsibilities:

1. **Management of data and data quality**
- Work with Ministry teams including QI, QM, Response Monitoring & Evaluation, Clinical Mentors, Health Information and Research Directorate and partners on all aspects of data quality.
- Support the extraction and analysis of data for reporting at facility level.
- Develop a set of comprehensive care and QI indicators for facility level, district, and regional levels, including patient monitoring.
- Collaborate with implementing partners to ensure data is submitted to the national level in a timely manner.
- Lead data quality processes and feedback mechanisms to IPs and facility level staff.

2. **Lead data use activities to improve public health response.**
- Work with the Ministry and stakeholders to gather program objectives and outcomes.
- Lead the development of Standard Operating Procedures, reports, and other data use tools to highlight programme gaps that can be used by mentors, QI and QM staff to provide targeted interventions.
- Work closely with the HIS development team to ensure deliverables will meet the intended outcomes.

3. **Communication and coordination.**
- Develop a working relationship and productively work with MoHSS and stakeholders.
- Coordinate with project staff and stakeholders to schedule and prepare data reviews, work sessions, meetings, and workshops.

4. **Data analysis and data quality reviews**
- Lead the development of strategies to improve data completeness, timeliness, and quality.

- Collaborate with the Ministry staff and stakeholders to implement data analysis and data quality reviews.
- Collaborate with the Ministry to implement strategies to improve data quality.
- Support Monitoring & Evaluation (M&E).
- Support Continuous Quality Improvement (CQI) processes.

5. **Other duties**
- Openness to new tasks throughout the project period.
- Available to respond to unexpected programmatic, logistical, and other needs that may arise.

Interested?

We offer an attractive package commensurate with qualifications and experience. The closing date is **27 October 2023**. Email your cv and application letter to **www.jobportunities.net**