



**Position Title: M&E Assistant – COVID 19 Vaccination**

**Reports to:** Strategic Information Officer

**Employment Type:** Specific task

**Job Location:** Within the assigned intervention district

**Overall Job Function:**

The M&E Assistant for COVID-19 vaccination supports data collection, verification and reporting activities. Under the supervision of the Strategic Information Officer, the M&E Assistant supports SI activities related to all COVID-19 vaccination interventions. S/he will work closely with the COVID-19 vaccination team and strategic information teams in the region and central to ensure all COVID-19 vaccination monitoring and reporting activities are implemented in accordance to approved plans.

**Specific Responsibilities and Duties:**

- Participate in development of ICAP SI work plans covering activities of COVID-19 vaccination both community and facility.
- Work closely with Regional and District Immunization and Vaccination Officers (RIVO and DIVO) to ensure timely collection of COVID 19 vaccination data as well as complete data entry in both paper-based and electronic systems, ensuring consistency between linked systems.
- Participate in vaccination data collection and cleaning and verification, including collection of proof of COVID-19 vaccination.
- Provide mentorship to health care workers on management of COVID-19 data including proper documentation and reporting of vaccination information
- Report any errors and problems observed in the electronic reporting systems including hardware/software malfunctions
- Ensure accurate and timely data collection and reporting of COVID-19 vaccination on weekly, monthly, and quarterly covering all sites within the respective district.
- Assist with training to facility staff, healthcare workers, and volunteers on COVID-19 vaccination data collection tools, including reporting and database
- Assist with development of data analysis presentations and progress tracking of COVID-19 vaccination at the district and regional levels
- Always maintain security of data tools, including protecting the confidentiality of records and data
- Perform any other duties as assigned by supervisor.



### **Qualifications, Knowledge, and Skills:**

- **Required Education:** Degree or higher in data management, computer science, monitoring & evaluation, statistics, or related field.
- **Required Technical Experience:** Minimum 1 year experience with data systems, entry, collection, verification, and reporting for national monitoring programs or HIV programs in Tanzania
  - **Preferred:** Familiarity with MOHCDGEC/PEPFAR data systems including DHIS and chanjocovid system
- Excellent computer skills, at minimum with Microsoft Office package including Word, Excel, PowerPoint, and Access
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends and travel extensively to remote areas, including islands.
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background
- Must be a Tanzanian Citizen