

Position Title:	<u>Data Collection and Reporting Manager (1 position)</u>
Reports to:	SI Director
Supervises:	SI Coordinator (region) – technical only
Employment Type:	Full-time
Job Location:	Dar es Salaam
Travel:	Up to 40% in intervention districts outside of job location

Overall Job Function:

Reporting to the SI Director, the Data Collection and Reporting Manager is responsible for implementing systems to ensure efficient, comprehensive, and secure documentation of all project activities in accordance with donor expectations and requirements. In collaboration with the Senior SI Advisor and the Data Systems and Informatics Manager, s/he will advise the SI Director on structures and processes to ensure the integrity of program reporting, monitoring and evaluation and informatics in support of the project's facility- and community-based HIV prevention, care, and treatment initiatives. S/he responsible for management of robust strategic information systems in collaboration with the SI unit, to ensure that all data is collected and reported timely in alignment with PEPFAR, national and project requirements.

Specific Responsibilities and Duties:

- Manage quarterly reporting of PEPFAR Monitoring, Evaluation, and Reporting indicators into DATIM.
- Develop data collection and reporting plans, procedures, and tools in collaboration with the SI Coordinator in the region.
- Ensure that the SI Coordinator in the region and teams are capacitated and supported to comply with data collection and reporting expectations.
- Address report queries and data requests in collaboration with central and regional SI teams.
- Provide technical assistance to monitoring and evaluation teams at collaborating health facilities in the region and to community-based project teams.
- Monitor performance at regional and local levels and give timely feedback to technical teams to ensure progress to targets.
- Develop plans and systems to ensure that central and regional leadership, technical and SI teams have regular access to data summaries, disaggregation, and visualizations in real time and for quarterly and annual review.
- Collate and prepare quarterly review materials and other data reports as needed.
- In collaboration with the Data Quality Advisor, provide regular training and supportive supervision to regional SI teams to ensure data timeliness and build project competency in data quality procedures.
- Under supervision of the Senior SI Advisor, prepare routine and ad hoc reports on data quality activities and outcomes to meet reporting requirements and requests for donors and stakeholders.
- Participate in monthly and quarterly project planning and evaluation meetings with corresponding CDC staff and local partners, as needed.
- Perform any other tasks as assigned by the supervisor.

Qualifications, Knowledge, and Skills

- **Required Education:** Bachelor's degree or higher in data management, monitoring & evaluation, statistics, health informatics or related field; preference given to those who have experience with large-scale health projects at community- and facility-level
 - **Preferred:** Master's level degree or higher
- **Required Technical Experience:** Minimum 5 years' work experience in monitoring and evaluation of large-scale PEPFAR funded projects including:
 - Extensive experience with health facility data and SI systems in HIV.
 - Demonstrated competence in frameworks and elements of data management.
 - Familiarity with PEPFAR-funded projects and related monitoring and evaluation components such as MER indicators and DATIM. Experience with CDC-funded projects preferred.
 - Excellent computer skills, at minimum in Microsoft Office, including excel macros and Visual Basic. Additional skills in data management software systems preferred.
 - Familiarity with the monitoring and evaluation tools and health information systems used in the Tanzania health system
- **Required Managerial Experience:** Minimum 3 years' experience supervising SI staff within a multidisciplinary technical assistance team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in English and Kiswahili required.