

JOB DESCRIPTION

Job Title: District Monitoring and Evaluation Data Manager
Supervisor: Provincial Monitoring and Evaluation/Data Manager
Location: Sesheke, Western Province
Date: April 2021

POSITION SUMMARY

The Monitoring and Evaluation (M&E)/Data Manager will support monitoring and evaluation as well as data management systems and activities to strengthen HIV care and treatment in selected facilities and districts in Western province in Zambia. He/She will liaise closely with the DHIO at the District Health Offices within the province.

MAJOR ACCOUNTABILITIES

- Support the DHIO and HFs to strengthen the use of national tools and processes for data management, access and utilization, to effectively and efficiently scale up and deliver HIV Prevention, Care and Treatment services.
- Support the DHIO in ensuring that all high-volume sites have SmartCare information system, provide TA to ensure that all patient records are up to date in SmartCare and SmartCare is used for routine monthly reports.
- Support and contribute to the strengthening of the M&E and data management systems in the supported districts and health facilities within the district.
- Provides support to HF staff in data collection and reporting procedures, completeness of registers/logbooks and clinical files, and maintenance of up-to-date clinical charts/archives.
- Collaborate with the DHIO to review progress towards targets on key indicators that require remediation.
- Support the DHIO in conducting triangulation of weekly/monthly data between data reports per service point and per facility.
- Support district M&E teams in the daily review of I-Surge data by site management teams to check progress and address gaps identified.
- Together with the DHIO, plan & conduct data quality assurance (DQA) including implementation of DQMIS activities.

EDUCATION

- A degree in demography, statistics, mathematics or epidemiology or related field.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- A degree in demography, statistics, mathematics or epidemiology or related field.
- Minimum 5 years of relevant experience working in M&E in the health sector in Zambia.
- Experience working with Microsoft PowerPoint for graphical presentation
- Experience in the use of SmartCare electronic information system.
- Minimum 3-5years M&E mentorship experience in HIV programs required

- Strong data management and analysis skills are required.
- Experience in database maintenance including DHIS2.

Preferred Qualifications

- A degree in demography, statistics, mathematics or epidemiology or related field

Travel Requirements

- Requires domestic travel of a minimum of 30-40% of the time