



## **ICAP at COLUMBIA UNIVERSITY ZAMBIA**

### **JOB DESCRIPTION**

**Job Title:** Provincial M&E Data Manager  
**Reports to:** Provincial Technical and Programs Deputy Director/SI Director  
**Location:** Southern/Western Provinces  
**Date:** August 2020

### **POSITION SUMMARY**

The Provincial Monitoring and Evaluation (M&E)/Data Managers will support monitoring and evaluation as well as data management systems and activities at provincial levels to strengthen HIV care and treatment in selected districts in Western and Southern provinces in Zambia. They will liaise closely with the SHIO at the Provincial Health Offices within their provinces and support and supervise the district M&E managers in strengthening M&E systems at all supported health facilities.

### **MAJOR ACCOUNTABILITIES**

- Support the PHO & DHOs 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 PHO & DHOs 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 provincial & district M&E teams in the daily review of I-Surge data by site management teams to check progress and address gaps identified
- Support and contribute to the strengthening of the M&E and data management systems in the supported province, districts and health facilities within the province.
- Collaborate with the PHO & DHOs in providing mentorship in the appropriate use of M&E tools, tally sheets, clinical files and reporting forms
- Review progress towards targets on key indicators that require remediation
- Working together with the PHO & DHOs, encourage the use of data through a detailed review in specific program areas or process indicators
- Support the PHO & DHOs in conducting triangulation of weekly/monthly data between data reports per service point and per facility
- Together with the PHO & DHOs, plan conducting of 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 HIV programs 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