

Advert reference number: PM 0033 – 2018

Data Manager: School-Based HIV and GBV Prevention

As the purpose and objective of this project is to directly support the Department of Basic Education, applications from candidates currently employed by the Department of Basic Education will not be considered as we are committed to strengthening the capacity and commitment of SAG sectors.

Wits RHI, with the funding from USAID, will be implementing a School-Based HIV and Gender Based Violence Prevention Program, a 5-year co-operative agreement that will support the South African Government to reduce the incidence of HIV infection and violence among in-school adolescents 10-19 years as well as educators and support staff across four provinces in South Africa (Gauteng, KwaZulu Natal, Mpumalanga and Western Cape). This will be achieved by assisting the Department of Basic Education to implement 1) comprehensive sexuality and HIV prevention education; 2) the National School Safety Framework and SAFE schools programme; and 3) facilitate linkage to care for comprehensive SRH, HIV prevention care and support, post violence and psychosocial services.

Founded in 1994, Wits RHI is a renowned African institute in a world class African university, which works to address some of the greatest public health concerns affecting our region, including HIV and its related problems, sexual and reproductive health, and vaccinology. We use a multi-pronged approach to improve health outcomes at both national and global levels and have a vast research and programmatic footprint across the region. The Institute is a WHO and UNAIDS collaborating centre and UNFPA strategic partner.

Main purpose of the job

To be responsible for design, provide support, make modifications and maintain the monitoring and evaluation database according to specifications as per the data collection, collation and reporting needs. We will be using data visualization programming and a new platform for collating the data, therefore design support and management of data coming from all 4 provinces.

Location

08 Blackwood Avenue - Parktown, Johannesburg

Key performance areas

- Provide technical input into M&E tool and database design, analysis, visualisation and interpretation of data.
- Develop and implement data management work plans.
- Develop, implement and maintain all data related SOPs.
- Quality assure all data in accordance with ethical and GCP requirements and SOPs.
- Monitor and evaluate progress of data management for respective projects.
- In collaboration with M&E technical officer, compile monthly/quarterly/annual progress reports as required.
- Oversee the maintenance of monitoring files and archiving.
- In collaboration with M&E technical officer, support preparation for SIMS audit
- Work closely with program demographers to overlay performance data with geo-spatial mapping to produce daily, weekly and monthly monitoring dashboards
- Participate in and represent data management team at meetings as required.
- Delegate the data capturing to Data Capturers.

The Wits Health Consortium will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.

- Raise and resolve data queries with Data Capturers and Data Improvement Advisors
- Provide support to relevant project staff and support them in the use of statistical software.
- Import and export data between data management software programmes.
- Process and produce accurate data reports within required timeframes

Required minimum education and training

- Masters Degree in Public Health or postgraduate diploma in Information Technology with relevant data management experience.

Required minimum work experience

- Minimum 2 years' experience in data management, analysis and reporting.
- Certification in good clinical practice and experience in a clinical trials or research environment will be an advantage.
- Knowledge of SQL or Visual Basic will be an advantage.

Desirable additional education, work experience and personal abilities

- Thorough with good attention to detail.
- Ordered and systematic with a tendency to adhere to protocols.
- Good administrative skills are required together with working knowledge of Microsoft Office and database packages.
- Able to work to deadlines.
- Demonstrated data capturing speed and accuracy.
- Confidentiality, tact and discretion must be maintained at all times.
- Sound interpersonal and communication skills.
- Self-motivated, able to work independently and as part of a multidisciplinary team.
- Able to maintain confidentiality, tact and professionalism at all times.
- Able to exercise discretion, high levels of initiative and independent decision-making.
- Self-motivated, able to work independently and work as part of a multidisciplinary team.
- Attention to detail.
- The environment may at times be busy, noisy and need excellent organisational, time and stress management skills to complete the required tasks.

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: **Puleng Makau** at Vacancy7@wrhi.ac.za **Subject Heading of email must read: Advert reference number: PM 0033 – 2018 and Job Title of position applied for.**

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

The closing date for all applications is **15 January 2019**.