

**Advert reference number: LM– CEN012**

**Programme Manager: HMIS Capacity Development**

### **Main purpose of the job**

To lead the formulation and implementation of the HMIS capacity development strategy in alignment with overall programme strategy.

### **Location**

Centurion

### **Key performance areas**

#### **M&E Technical Support**

- Provide technical expertise at DoH, donor and other PEPFAR partner and stakeholder meetings.
- Contribute to the development/ revision of data quality related policies and plans at the district, provincial and national levels as necessary.
- Communicate / promote the Institute's technical strategy around Monitoring & Reporting to the Wits RHI sub- district or relevant DoH staff
- Communicate/promote use of standardized Monitoring & Reporting systems/tools as set out by DoH
- Participate in the DOH's M&E priorities (DIP/ DHP/ TRAP etc.) and provide technical assistance
- Represent institute's technical and organizational strategic objectives to partnering districts and stakeholders.
- In support of the institute's role as PEPFAR's coordinating partner, contribute to establishing a unified approach to data quality methodologies in the PEPFAR allocated areas.

#### **Stakeholder Management:**

- Act as a point of contact for relevant capacity development area for the DoH, partner organisations, donors and internally where appropriate.
- Communicate with all levels of WRHI staff around M & E training and relevant programmatic inputs and outputs.
- Communicate with local, regional, provincial and national collaborators and stakeholders.
- Provide feedback to internal and external stakeholders.

#### **Capacity Building Support:**

- Develop and conduct relevant capacity building programmes for project staff and DoH stakeholders to enhance understanding and use of effective health information and data management systems

- Participate in material development, reviews and quality approvals of M&E training materials
- Participate and contribute to M&E training needs analysis for internal and external stakeholders
- Facilitate didactic M&E content trainings for internal and external stakeholders
- Render technical support/ mentoring for M&E trainings to facilitate skills transfer for internal and external stakeholders
- Participate in other M&E related course for Wits RHI partners and alliance teams.
- Monitor and evaluate M&E training plans, output and performance post trainings ( use Tier.net data)
- Draw and analyse monthly and quarterly training reports
- Identify operations research opportunities and needs (including surveys, project assessments etc.)

### **Monitoring, Evaluation and Reporting (MER)**

- Develop SOPs and tools to improve M&E training, mentoring and reporting for organisational and stakeholder reports
- Develop and implement data verification procedures and step-by-step procedures for M&E training reports
- Collate and report routine data to the donor

### **Required minimum education and training**

- Degree or diploma in related field.
- Proficiency in Microsoft office.
- Experience in Training and Mentoring.

### **Required minimum work experience**

- Experience working with monitoring and evaluation programmes.
- Facilitation and mentorship skills

### **Desirable additional education, work experience and personal abilities**

Thorough with good attention to detail. Ordered and systematic with strict compliance to protocols. Good administrative skills are required together with working knowledge of Microsoft Office and database packages. Experience with training and mentoring within an M&E programme. Able to work to deadlines. Confidentiality, tact and discretion must always be maintained . Good communication skills. Self-motivated and able to work as part of a multidisciplinary team.

### **Demands of the job**

Ability to understand and manage team dynamics. Be a proactive agent influencing positive change with external stakeholders to improve the health outcomes of the population within the health district. Ability to develop and maintain relationships at all levels of the institute and partner organizations. Capacity to

adapt to complex situations, manage stress, set and achieve goals, multi-task and problem solve.  
Organized with a thorough, flexible approach to work and attention to detail

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: **Lerato Mafafo** at **lmafafo@wrhi.ac.za**

**The closing date for all applications 15 March 2019**