



I-TECH South Africa

Job Description

Position Title	: Technical Advisor: Human Resources Information Systems
Position Reference	: HISA002
Section	: Strategic Information
Supervisor	: Director of Strategic Information
Location	: Pretoria, South Africa – Secondment to the National Department of Health
Position Duration	: Fixed Term Contract (01 February 2019 – 30 September 2019)

Organizational Background:

The International Training and Education Center for Health (I-TECH) is a United States of America federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives in 25 developing countries acutely impacted by the global AIDS epidemic. I-TECH is an initiative of the University of Washington Schools of Medicine and Public Health & Community Medicine. Its Central Office is headquartered in Seattle, Washington and it currently supports ten international offices, including one in Pretoria, South Africa.

I-TECH South Africa Goal:

I-TECH South Africa's goal is to support the South African National Department of Health in strengthening national health systems to ensure delivery of high quality, sustainable health care services.

Commitment to Diversity:

I-TECH recognises that disparities in health around the globe stem from inequity. I-TECH South Africa encourages and supports the multiple identities of staff, faculty and students including, but not limited to, socioeconomic status, race, ethnicity, language, nationality, sex, sexual orientation, gender identity and expression, culture, spiritual practice, geography, mental and physical disability

and age. I-TECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its faculty, staff, and students.

Brief Summary of Position:

I-TECH South Africa is seeking to appoint a Human Resource Information System (HRIS) Advisor who will strengthen capacity and expertise in the areas of Human Resources for Health (HRH), system development and system interoperability. Under the direction of I-TECH's Director of Strategic Information, the Advisor will be a full secondment within the South Africa National Department of Health (NDoH) and liaise with other implementing partners to ensure the timely and accurate completion of deliverables centred on a national HRH registry.

The HRIS Advisor will also be responsible for mentorship of National Department of Health (NDOH) staff engaged in the development, piloting, and implementing the human resources information system (HRIS). The position would also assume a leadership role in developing trainings and other capacity building opportunities for stakeholders on providing to and using data from the HRIS at national, provincial, and district levels.

Key deliverables include, but are not limited to, providing technical support to the data systems and monitoring/evaluation work stream contributing to the NDOH Human Resources for Health Strategy 2030, adapting the National Health Workforce Accounts framework for HRIS implementation in South Africa, developing a situation analysis for adapting HRIS for adaptation in South Africa, and supporting HRIS strategy communications to the National Health Council.

Specific Duties and Responsibilities:

Leadership - 20%

- Provide guidance and professional expertise to the implementing partner designated for the design and creation of HRIS.
- Represent I-TECH South Africa at high-level meetings with stakeholders, donors and other partners to discuss overall vision and project plan for projects/programs.
- Provide technical assistance to stakeholders in implementing of existing systems and help to determine how specific data could best be analysed, transformed and disseminated for stakeholders to make data-driven decisions.

- Provide technical support to the data systems and monitoring/evaluation work stream contributing to the NDOH Human Resources for Health Strategy 2030.

Quality Assurance and Analysis - 10%

- Continuous testing of systems for improvements.
- Conduct testing of the system and document all required changes/improvements.
- Train stakeholders on the use of systems and outputs.

Project Management – 50%

- Developing a situation analysis for adapting HRIS for adaptation in South Africa
- Ensure HRIS outputs are delivered on time and of high quality.
- Responsible for managing and communicating across all stakeholders on the project status.

Reporting Responsibilities – 10%

- Provide project reports with status updates.
- Document implementation roll out.
- Provide monthly and quarterly reports, visualizations and presentations, as designated by stakeholders.

Capacity Building – 10%

- Mentorship of NDOH staff to develop capacity for technical oversight over HRIS.
- Development of capacity building plans for health professionals councils to provide data to HRIS.
- Development of capacity building plans for HRIS data users at the national, provincial, and district levels.

Required Education, Training & Experience:

- Master's Degree with a major in Computer Science, Statistics, Epidemiology, Research and / or a related discipline is required.
- 5 years of relevant work experience and a proven track record.
- Demonstrated history of project management, preferably around technology-related projects, including use of project management tools and protocols.
- Demonstrated technical skills in data visualization software (e.g., Microsoft Power BI, Tableau, Qlik, etc.).

- Demonstrated skills in using analysis software (Stata, SPSS, SAS, R etc.) and interpreting data.
- Demonstrated knowledge of web technologies, such as HTML, CSS, PHP and JavaScript
- Demonstrated examples of data visualization, infographic and dashboard-related work
- Strong technical knowledge of query tools, analysis and report delivery systems
- A strong team player with excellent interpersonal skills and the ability to work in a high profile, fast-paced environment.
- Strong written and oral communication skills with a demonstrated ability to review, synthesize information and produce quality reports

Application process:

Applicants are required to quote the relevant **Position Titles and position reference** mentioned above when submitting their applications via email to recruitment@itech-southafrica.org by **January 18, 2019**. No late applications will be considered. Only short-listed candidates will be contacted. **Preference will be given to South African applicants.**