



**I-TECH South Africa  
Job Description**

- Position Title** : Data Officer
- Position Reference** : D300
- Supervisor** : Senior M&E Advisor
- Department** : Programs (Strategic Programs)
- Location** : Pretoria
- Position Duration** : **Fixed Term Contract** (April 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 over 10 international offices, including one in Pretoria, South Africa.

**I-TECH South Africa Goal:**

I-TECH South Africa’s goal is to improve the effectiveness, efficiency, and sustainability of South African national HIV, sexually transmitted infections and tuberculosis response.

**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**

To provide support to the Care and Treatment program in ensuring maintenance of good data quality in the Community Health Worker (CHW) training activities being implemented by I-TECH in South Africa. Duties of the position include: support in training data collection and entry; assuring data reliability and quality assurance checks; assistance with compiling reports for programme management and routine reporting, providing technical assistance in improving data quality and management processes. The position holder will be required to perform other administrative duties needed for program compliance.

### **Primary Responsibilities:**

#### **Administration (5 %)**

- Supervise and provide support to Data Capturers assigned to the I-TECH Care and Treatment program
- Provide assistance in coordinating data capturing across CHW trainings as required
- Liaise with programme staff on data related issues
- Perform other tasks as instructed

#### **Data Management (50 %)**

- Support the maintenance of a data management for all CHW training data captured in SkillsSMART
- Provide suggestions for improvement of the existing data management system
- Support the design of data collection methods and tools as when required
- Provide assistance in the timely collection and analysis of CHW training data.

### **Technical Assistance (25 %)**

- Provide assistance as and when required in data collection or verification of data quality.
- Provide support in mentoring and technical assistance to improve data quality

### **Reporting (20%)**

- Provide assistance in the compilation of program data, conduct basic data analysis and interpretation, as required for reporting.
- Provide assistance in the preparation of results-based reports and presentations for donors and other key stakeholders;

### **Required Education, Training and Experience**

- Any relevant Diploma.
- Work experience in Data Management in Government or the PEPFAR environment will be an added advantage.
- Demonstrated experience in data form designing, data collection and data entry and management.
- Previous experience in providing technical assistance to improve data quality management.
- Demonstrated experience in data entry and analysis using SkillsSMART and MS Excel.
- Ability to work independently, efficiently, and to assess priorities with a high level of accuracy.
- Demonstrated ability to work within a results-oriented team.
- Willingness to travel to remote areas if required

### **Application process:**

Applicants are required to quote the **relevant Position Title and reference** mentioned above when submitting their applications via email to [recruitment@itech-southafrica.org](mailto:recruitment@itech-southafrica.org)

Shortlisting shall start on the **22<sup>nd</sup> of February 2019**. Only short-listed candidates will be contacted. Preference will be given to South African applicants.