



Data Coordinator

Job Description

Last updated	15 September 2019
Location	Northeast and Western Health Regions, Jamaica

Background

The International Training and Education Center for Health (I-TECH) is a global health program of the University of Washington (UW) Department of Global Health in Seattle, Washington. Working in partnership with the University of California San Francisco (UCSF), I-TECH operates programs and employs staff in multiple countries in Africa, Asia, Eastern Europe, and the Caribbean Region.

Since 2003, I-TECH Caribbean has provided technical assistance to Ministries of Health in the Caribbean region and partners to support national health systems strengthening initiatives and timely national HIV response through the implementation of robust care and treatment strategies. This includes continuous quality improvement (QI) at priority care and treatment sites, clinical mentoring, in-service and pre-service training and a focused effort to improve the comprehensive HIV care and treatment for key population groups including MSM, transgender women and sex workers.

I-TECH is seeking either full-time or part-time Data Coordinators consultants to be based in Northeast and Western Health regions in Jamaica.

Position Overview

The Data Coordinator will play a critical role in collecting and summarizing Monitoring and Evaluation data across the portfolio of activities in Jamaica. This role will be primarily responsible for overseeing all data collection and will provide regular data quality checks and data management to ensure the utmost data integrity. In addition, the role will regularly provide status updates and data summaries to the team to allow for real-time course correction.

Data Coordination Role:

- Conducts site visits and provides technical assistance with data related issues to teams in priority care and treatment sites.
- Designs user-friendly data collection spreadsheets for site teams to enter raw data and summarize for monthly reports.
- Collates monthly reports from site teams to generate program activity reports.
- Conducts regular data quality checks for all I-TECH Jamaica regular M&E data.
- Assists in compiling data for quarterly reporting of PEPFAR Monitoring, Evaluation and Reporting (MER) indicators.

- Monitors timeliness of data submission, updates data files/elements, and ensures data collection tools are effective and updated as needed.
- Uses data visualization tools to provide insight into data and improve the aesthetics of graphically presented analyses.
- Provides regular summary dashboards for I-TECH team and assists in facilitating discussion around data interpretation.
- Assists the QI teams in the priority HIV care and treatment sites in documenting their PDSA data using the respective data collection tools.
- Assists in the evaluation of the Quality Improvement collaborative by collecting and analyzing monthly data.
- Participates in weekly internal team meetings, collaborative webinars, and QI coach webinars.
- Supports learning session planning, coordination, and logistics as a member of the I-TECH QI team.
- Any other tasks as required by the team.

Requirements:

- Bachelor's degree or experience with certification in data collection/management
- Above average knowledge and experience with data collection software including Microsoft Excel.
- Strong problem-solving, analytic and technical writing skills.
- Passion for achieving results and ability to remain motivated through challenges.
- Exceptional organizational skills (demonstrated ability to manage multiple projects, priorities, and deadlines).
- Excellent interpersonal skills, patience, effective communication skills, ability to work both independently and as part of a multi-disciplinary team with minimal supervision.
- Desire and ability to learn new skills, systems and processes.

Desired:

- Experience creating monitoring dashboards and regularly helping team members collect and interpret data
- Experience training and/or coaching to support others to achieve their goals.
- Experience/familiarity with MOH Jamaica HIV database

Applicants should submit a resume and cover letter to the Finance and Operations Director at hr@itech-caribbean.org no later than Sunday, September 29, 2019. We appreciate all applications, but only shortlisted candidates will be contacted.