

Part-Time Data Coordinator

Job Description

Last updated 10 July 2020
Location Western Region (WRHA), 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. 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.

POSITION OVERVIEW

The Data Coordinator will play a critical role in collecting and summarizing Monitoring and Evaluation (M&E) data across the portfolio of activities in the western region of Jamaica. This role will be primarily responsible for overseeing site level data collection, 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.
- Conduct data analysis in order to highlight gaps in service delivery.
- Assist with onsite 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 teams in the priority HIV care and treatment sites in documenting their data for all of I-TECH's onsite activities including PDSA data using the respective data collection tools.
- Assists in the evaluation of I-TECH activities by collecting and analyzing monthly data.
- Participates in weekly internal team meetings, collaborative webinars, and QI coach webinars.

- 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

COMMITMENT TO DIVERSITY

I-TECH recognizes that disparities in health around the globe stem from inequity. Therefore, I-TECH encourages and supports the multiple identities of staff 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 staff.

HOW TO APPLY

Applicants should submit a resume and cover letter to the Deputy Country Director at hr@itech-caribbean.org no later than **Friday, July 31, 2020**. We appreciate all applications, but only shortlisted candidates will be contacted.

Current employees of the Ministry of Health and Wellness in Jamaica are not eligible to apply.