



I-TECH Namibia promotes activities that increase human capacity for providing HIV/AIDS clinical care and support through the development of health care worker training systems. I-TECH invites suitably qualified persons to apply for the following position:

Senior Manager: Strategic Information

Duty Station: Windhoek

The Position:

The role of the Sr. Manager for Strategic Information covers four main scopes of work: (1) management of M&E personnel and processes implemented across I-TECH supported regions; (2) provision of technical expertise and oversight to MoHSS for instructional design for capacity-building of human resources for programmatic monitoring and evaluation (M&E); (3) supervision and oversight of special projects and project staff, bringing advanced skills in project management to ensure high-quality project implementation and outcomes; (4) provision of strategic planning support to MoHSS and other implementing partners (IP) to evolve existing M&E plans, tools, and systems in a direction that increases their acceptability and functionality, permitting clinical and management staff to readily assess and monitor achievement towards targets and 95-95-95 cascade goals.

The position manages a diverse team across several assigned regions of the country. The position requires not only technical skills but considerable skills in building consensus and collaboration with partners from different organisations (e.g., MoHSS, implementing partners) with whom agreement on standards of performance and performance measurement must be achieved. The Sr. Manager is expected to be highly adept at communication with such partners to achieve desired outputs and outcomes.

The Sr. SI Manager will report to the Deputy Director of Strategic Information (SI) in Namibia and will work collaboratively with I-TECH SI advisory staff based at I-TECH headquarters in Seattle, WA, U.S., as well as with national M&E staff and their management under the MOHSS.

Primary Responsibilities:

Management of M&E activities and processes across supported regions

- Directly supervise and provide strategic direction to Regional M&E Officers in the execution of their duties at regional level. Ensure coordination of this responsibility with the roles of management in the regions to support a matrixed supervisory plan.
- Plan, budget for, and provide high-level guidance to Regional M&E Officers for supervisory and mentoring site visits across supported regions.

- Ensure development of performance improvement plans for Regional M&E Officers, conducting at least semi-annual reviews.
- Provide M&E technical assistance to Regional M&E Officers in collaboration with MoHSS to support routine M&E activities in the regions, including providing consultation to all data management staff in the measurement of indicators, conducting descriptive analyses, and formally presenting clinical and service delivery indicator data in all regions.
- Develop standard operating procedures (SOPs) to ensure accuracy of data extraction and abstraction processes, secure data transmission and data management and storage, from the facility level within I-TECH supported facilities and districts.
- Make recommendations for, and implement improvements to, M&E activities based on evidence from monitoring and evaluation and quality assurance data.
- Oversee progress of expansion of access to data and use of data by clinical staff in collaboration with Regional M&E, clinical, community partner and management personnel.
- Ensure routine processing and flow of quarterly PEPFAR and MoHSS indicator data from facility to regional and national levels in compliance with national and funding reporting requirements.
- Ensure growth of Regional M&E Officers through their active participation in regular conference calls/meetings, providing them technical guidance (e.g., data quality assurance, indicator measurement, data base management) or promoting the sharing of information for group analysis and interrogation by clinical lead persons, programmatic leads at MoHSS, and community partners and staff.

Provide oversight of capacity-building of human resources for M&E

- Support and guide development, review, and adaptation of training materials and tools in collaboration with MoHSS, CDC, and I-TECH M&E Advisors to provide competency-based capacity-building needs, assuring achievement of objectives for capacity building of national M&E and clinical staff, across funding streams.
- Design, oversee, and manage in-service training of M&E and clinical staff on routine quality assurance of data, data tabulation, extraction, manipulation and analysis.
- Conduct distance, online continuing education, and face-to-face in-service trainings (as appropriate) with assistance of M&E Advisors, Regional M&E Officers, and experts among I-TECH and MoHSS clinical and M&E programmes.
- Plan, manage, and monitor the implementation of distance learning projects (e.g., UW courses), from start to finish, with I-TECH, MoHSS, and other stakeholders including coordination of registration of courses with staff, implementing partners, or vendors, as needed.

Supervision and Management of Special Projects

- In collaboration with the I-TECH Clinical Program Leads, M&E Advisors, and the Director of Strategic Information, participate in the development of special projects: concept notes, scopes of work for project staff, timelines and budgets for projects, oversee the recruitment, selection, hiring, evaluation, and discharge of consultants to meet project needs, and manage the implementation of the project, assuring the achievement of all deliverables.
- Participate in the development of assessment and program evaluation design, protocols, and tools.
- Analyze qualitative and quantitative data.
- Produce tables, charts and graphs for assessments and evaluations in line with data analysis plans.
- Provide direct supervision to special project staff (part-time staff, student and graduate interns, consultants, and/or other assigned staff), including making assignments, designing work plans,

outlining deliverables, monitoring expenditures in accordance with budgets, providing ongoing feedback regarding work quality and performance, managing time and attendance, writing progress reports, and closing projects.

- Travel in-country to provide support visits up to 10% of the time, with at least one annual visit to main project sites within each supported region.

Provide Technical Assistance to HIV-related Programmes at MoHSS

- Work with I-TECH Management and designated MoHSS directorates and divisions to strengthen M&E structures and system use at national, regional, and district levels.
- Work directly with I-TECH Program Leads and MoHSS M&E counterparts to incorporate, and advocate for, the use of data in program planning and management.
- Participate with programmes within MoHSS in the development of SMART objectives, logic models and creation or revision of monitoring and evaluation frameworks and plans.
- Participate with relevant MoHSS directorates and CDC in the timely submission of quarterly PEPFAR and MoHSS indicator reports in compliance with reporting requirements.
- Support peer-to-peer mentoring of Regional M&E Officers and MoHSS national/regional M&E Officers on monitoring and evaluating of specific programmatic focus areas.
- Participate in, and contribute to, HIS and M&E-focused technical working groups (TWGs) and subgroups within MoHSS to support the development, testing, and implementation of new, national M&E plans, systems, strategies, tools, and outputs (reports, visualisations).
- Promote inclusion/invitation of MoHSS counterparts in all relevant I-TECH M&E distance trainings, workshops, and skills-building conference calls.
- Provide regular reports/feedback on system performance in the field (field testing), including challenges and successes, to TWG stakeholders, as needed.
- Facilitate collaborations and sharing of learning between I-TECH and MoHSS counterparts.
- Apply theory to practice related to evaluation of health systems strengthening, quality improvement, and human capacity development methodologies.
- Conduct literature reviews to inform public health program intervention selection and support.

Required Education, Training & Experience:

- Master's in public health, biological sciences, statistics or related fields,
- At least five years' experience in programme monitoring and evaluation and/or quality improvement, three of which must involve management level experience with HIV/AIDS prevention and treatment M&E activities at a national or sub-national (regional/provincial) level.
- At least two years' experience with relevant technical and management personnel of line ministry and funding organisations in support of HIV-related M&E activities and objectives, with specific responsibility for promoting and/or sustaining strategic partnerships.
- Demonstrated maturity and diplomacy in working with high-level management, including government officials.
- Excellent verbal and written communication skills.
- Knowledge, and experience with with in-service training/human resource development, and implementation of distance education programs under COVID-19 or comparable restrictions.
- Experience with mentoring of both clinical and M&E personnel on M&E activities.
- Demonstrated experience with quantitative data collection, analysis, and presentation of

results.

- Strong organizational skills, attention to detail, and excellent time management.
- Excellent computer skills with knowledge of MS Word, Excel, Outlook, PowerPoint.

Desired Qualifications

- Working knowledge of REDCap and/or Tableau software, and experience with DHIS2, MySQL, and ODK.
- Experience using analysis software packages such as Epi-Info, STATA or SPSS. Experience with Atlas.ti or other qualitative data analysis experience is a plus.
- Proven ability to work well in teams, under pressure, and with tight time frames.
- Experience working with PEPFAR monitoring, evaluation, and reporting systems and requirements, specifically including MER indicators.

All email applications should indicate the position title in the subject line.

Closing Date: 23 September 2022

***I-TECH Namibia offers an attractive package commensurate with qualifications and experience.
Send your CV to hr@itech-namibia.org or deliver it to the following address: No. 4 Jackson
Kaujeua Street, Windhoek West, Windhoek.***

NB: Only shortlisted candidates will be contacted.

***I-TECH Namibia is an equal opportunity employer, people with disabilities and from designated
groups are encouraged to apply.***