

UNIVERSITY OF ZIMBABWE COLLEGE OF HEALTH SCIENCES – CLINICAL TRIALS RESEARCH CENTRE/INTERNATIONAL TRAINING AND EDUCATION CENTRE FOR HEALTH (UZCHS-CTRC/I-TECH).

Vacant Post: Data Analyst x1

Background:

University of Zimbabwe College of Health Sciences – Clinical Trials Research Centre (UZCHS-CTRC) on behalf of I-TECH (International Training and Education Center for Health) is seeking highly qualified and experienced applicants to fill the position of Data Analyst. I-TECH's activities occur primarily in the technical areas of health system strengthening; health workforce development; operations research and evaluation; prevention, care and treatment of infectious diseases. I-TECH is funded by PEPFAR through Center for Disease Control to implement HIV & TB treatment and care services in five Zimbabwean provinces in support of the Ministry of Health and Child Care (MoHCC). The contract of employment will terminate on 30 September 2019 and is renewable annually subject to availability of funding and satisfactory performance.

Job Summary

The incumbent will report to the Monitoring and Evaluation Manager and will be responsible for the supervision of the duties of the Data Officer and for the preparation of consolidated data sets for meaningful analysis in order to improve the quality of inferences made and insights drawn from the data.

Responsibilities

- Working closely with strategic information and ICT staff in ensuring that all datasets are cleaned, merged and adequately prepared for meaningful analysis and interpretation.
- Collating and cataloguing all I-TECH input, process and outcome data contained in the central repository and conducting rigorous analysis of such data to enable evidence-based programming and guide implementation choices and decisions and ensuring that the collated data is clean, up-to-date and in an analyzable format.
- Preparing consolidated datasets for analysis, merging data from multiple sources to improve the quality of inferences made and insights drawn from data.
- Preparing presentations for various meetings with the following parties; CDC, MoHCC, Sub-partners, internal staff and all other external entities as required.
- Executing routine and ad hoc statistical plans, seeking to answer questions raised on program performance using various data types including but not limited to; input, process, output and program outcome data.
- Translating results of analyses into plain English and drawing tangible conclusions and recommendations to inform program implementation.
- Analysis of iPITC datasets and populating results onto a monitoring dashboard on a weekly basis.
- Manipulating and merging multiple datasets to facilitate trend analyses and robust interrogation of the contribution of specific inputs to key outcomes over time.
- Designing, developing and updating dashboards used to visualize performance data by facility, district and provinces.
- Collaborating with team members, providing technical oversight in data analysis activities associated with manuscript and abstract preparation as well as drafting of indicator narratives.
- Spearheading the development of data collection protocols, SOPs and instruments for use in gathering data to answer key program questions and operational research activities.
- Preparing all protocol documents for submission to local and international Institutional Review Boards (IRB) and ensuring that all authorization and approvals are up-to-date.
- Drafting and consolidating program activity reports to various stakeholders and partners.
- Developing and tracking data quality metrics and indicators to evaluate the quality of data reported and used to make program decisions.
- Responsible for implementing data quality improvement and assurance processes including; routine DQA activities and, continuous quality improvement projects around specific core indicators.
- Preparing SOPs and training materials for staff around data usage and analysis, as well as data quality improvement and assurance.

- Providing direct supervision to the Data Officer on a day to day basis on the management, cleaning, analysis and reporting of all iPITC process and outcome data.
- Performing any other duties as assigned by the Supervisor.

Qualifications, Skills and Experience

- Advanced Degree in Biostatistics, Epidemiology or quantitative data science.
- Minimum of 5 years working experience managing, analyzing and reporting, health related program data and information.
- Experience working with DHIS2 data and excellent computer skills including but not limited to, MS Word, PowerPoint, Excel, including pivot-tables, formatting, statistical functions and formulas.
- Strong data management and quantitative data analytical skills working with large amounts, including ability to run SQL queries.
- Proficiency in at least one statistical software package e.g. STATA, SAS, R or SPSS is a must.
- Excellent interpersonal communication, report writing and presentation skills, including proficiency in English and one or more of the local languages.
- Ability to interpret and translate findings of complex statistical analyses into simple easy-to-follow presentations for program officers to utilize.
- Must be a critical thinker, paying close attention to detail and possessing robust skillset in advanced statistical and research methodology.
- Experience in working with health-related data, specifically outcomes of HIV/AIDS programs.
- Must be prepared to travel to support project staff in Zimbabwean districts.

Interested candidates should submit their application letter, detailed Curriculum Vitae and certified copies of certificates to the below mentioned address or to **hr@itech-zimbabwe.org**. **Prospective candidates outside Zimbabwe should have a valid Zimbabwean work permit or the absence of a requirement for a work permit to work in Zimbabwe. The candidate should also be willing to relocate to Zimbabwe at own expense.** The closing date for receipt of applications is 16 December 2018: -

**The Human Resources Manager
UZCHS-CTRC
15 Phillips Avenue
Belgravia
HARARE**

Note that this is a re-advert hence all candidates that initially applied for the post should not re-apply. Only shortlisted candidates will be contacted.