

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

Vacant Posts: District Strategic Information Officers x5

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 suitably trained and qualified applicants to fill the positions of District Strategic Information Officer. 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 will come to an end on 30 September 2019 and is renewable annually subject to funding and satisfactory performance of the candidate. The District Strategic Information Officers will be based in **Harare x1, Mazowe x1, Chegutu x1, Zvimba x1 and Makonde x1.**

Responsibilities:

- Ensuring all reports are submitted on time and all registers are completed accurately and regularly.
- Supporting the collection and reporting of clinical processes and outcome data on program specific indicators on regular basis as required by program management, through mobile application.
- Working collaboratively and closely with the PPOs, PSIOs & DSICLOs through conducting routine data quality audits at health facilities within the district.
- Conducting routine and regular on-site support to health facilities in accordance with the I-TECH travel and administrative policies.
- Carrying out regular key indicator analysis and guiding program support at provincial, district and site level in accordance with the laid-out SOPs for district level staff.
- Conducting regular onsite-data-verification (OSDV) and reporting monthly to monitor data quality.
- Triangulating intervention data and information collected using various electronic platforms, including but not limited to DHIS2 and in-house mobile application.
- Performance tracking against annual targets, as well as following up on action points, including problems/challenges identified until they are resolved.
- Providing guidance to all district level cadres on program performance based on data analysis.
- Working closely with MoHCC, I-TECH consortium partners and other implementing partners to track and report both challenges and outcomes of various interventions implemented by partners in the program.
- Conducting and coordinating data related continuous quality improvement (CQI) projects in all supported facilities.
- Feeding back to the DMO, DNO and DHE evidence collected and making themselves relevant and indispensable in district formulation of strategy.
- Working collaboratively with the provincial and district teams to compile and consolidate high quality weekly, monthly and quarterly reports on program activities within the district.
- Performing any other duties as assigned, including travel to support project staff in Zimbabwean districts and other duties as required.

Qualifications, Skills and Experience

- Bachelor's Degree in Biostatistics, Nursing, Mathematics, Public Health, Health Promotion or related field.
- Minimum of 3 years working experience managing, analyzing and reporting health related program data and information coupled with excellent report writing & presentation skills.
- Experience working with MoHCC and/or implementing partner health-related programs, with a strong understanding of the Zimbabwe health care system structures, DHIS2 data is strongly encouraged.
- Advanced skills in MS Excel, including pivot-tables, formatting, statistical functions and formulas.
- Strong quantitative data analysis skills, including conducting data cleaning, verification and trend-analysis.
- Proficiency in at least one statistical software package e.g. STATA, SAS or SPSS is an added advantage.

Interested candidates should submit their application letter, detailed Curriculum Vitae and certified copies of certificates **clearly indicating the district of choice** to the below mentioned address. The closing date for receipt of applications is 11 December 2018:

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

Candidates that initially applied for the post should not re-apply. Only shortlisted candidates will be contacted.