

Monitoring & Evaluation Officer

We are looking for Monitoring & Evaluation (ME) Officer to assist with the collection, cleaning, verifying, analysing, interpretation and reporting of data for the mental health programme. The ME officer will help with the formulation of structures, systems, tools and documentation of the relevant data required. The ME officer will also manage, mentor and train data captures and or relevant Anova stakeholders. The ME officer will be overseeing the Northern Cape (Joe Morolong, Gamagara, Ga-Segonyane and Tsantsabane) and Limpopo (Thabazimbi) districts.

Key duties and responsibilities:

Develop Data Collection & Quality Assurance Tools

- Develop and maintain relevant data collection, monitoring tools and SOP's or data flow structures from the facility and the community.
- Conduct regular backups for all relevant project databases.
- Design and provide guides for audit and surveys for quality assurance for data captured and corrective measures.
- Propose and suggest data related improvement methods and tools.
- Contribute to development of ad hoc research data collection and reporting tools.
- Help in creating MEL systems for ad hoc research beneficial to the program.
- Provide oversight to data collection activities for project evaluation.
- Participate in program evaluation processes.

Supervise Data Capturers

- Daily supervision of Anova data capturing teams.
- Coordinate facility data capturing teams and help resolve/fix data quality issues.
- Supervise, mentor, coach and capacitate data capturers in ensuring data objectives are met.
- Maintain a schedule of facility site visits to support data quality collection and reporting.

Data Management

- Clean, verify and collate monthly data for reporting.
- Ensure accurate and complete project performance reports are generated, quality assured and produced on time for Anova, project funders and other relevant stakeholders as and when required.
- Ensure data is accurately reported within the project and within the expected timelines.
- Data collection methods aligns and comply with required reporting objectives, SOP's and are reviewed as and when changes occur.

Facilitate Feedback, Reporting and Fast Tracking of Data Solutions.

- Respond to ad hoc project manager, funder or any relevant stakeholder reporting requests as and when required and communicate any urgent information.
- Communicate timelines and changes in data systems or processes.
- Complete the mental health programme for DoH and any other required registers to be submitted according to required timeframes.
- Regularly engage with the Project Manager to discuss and update on relevant tasks.

Contribute to Data Process review and Procurement of Tools or Systems

- Partner with Anova head-office Strategic Information Department to align with overall Anova processes and policies.
- Collaborate and support DoH data managers to improve routine data analysis and use.
- Ensure project data processes are updated according to best practices.
- Run independent data cleaning, editing, modifications and mass corrections and updates to data files regularly.
- Generate reports for research, observe and identify any trends and or disease profiles.

Any other relevant tasks as agreed with line manager.

Minimum qualifications, experience and skills required:

- Grade 12 or Matric
- Advance diploma in Data Management, Information Systems, Public Health, Health Informatics any other relevant qualification. (or more than 3 years training or work experience)
- 3 years' experience working with health indicators, M&E, Data quality and reporting to DOH or PEPFAR.
- Ability to keep neat, accurate, and complete records.
- Knowledge of working with DoH Information Systems.
- Excellent record keeping skills.
- Able to multitask.
- Time Management skills and resilient.
- Supervisory, mentorship and leadership skills.
- Excellent communication and interpersonal skills.
- Valid driver's license and willing to travel as and when required.
- Innovative, organized, analytical and excellent interpretation data skills.
- Ability to maintain confidentiality and has attention to details.
- Previous experience in managing and coordinating projects.
- Facilitation and presentation skills.
- Excellent report writing skills.
- Computer Literate – MS Office Packages (MS Outlook, MS Word, MS Excel & PowerPoint).
- Willingness to work flexible hours.
- Fully vaccinated for Covid 19

In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Preference will be given to persons with disabilities.

Anova Health Institute is a provider of essential health services and therefore has a mandatory vaccination policy. Should your application be successful, you will be required to submit your proof of vaccination before commencing employment in the role.

Applicants who have not been contacted within 4 weeks of submitting their application should assume that they have not been successful.

Unsolicited CVs from agencies will not be paid agency fees should their candidate be placed at Anova.

For more information on Anova visit our website: www.anovahealth.co.za