



**JOB VACANCY
ADVERTISEMENT
REF/DISTRICT DATA OFFICER/10/17/**

IDENTIFICATION	
JOB TITLE	District Data Officer (1) (Ref/2024/10/17)
REPORTING TO	MEL Officer.
DEPARTMENT/UNIT	Programmes
DURATION OF CONTRACT	2 Years (Renewable)
DUTY STATION	Chitipa

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'*.

District Data Officer (1) (Ref/2024/10/17)

Reporting to the Program M&E Officer, the Data Officer shall meet the below specifications:

Main purpose of the Job

Responsible for district monitoring and evaluation and reporting to USAID. Coordinate data collection and reporting of Momentum indicators at district level. Provide technical support on HMIS and data use of HMIS to district MoH counterparts. Assist other project staff members with measurement efforts for specific technical areas.

Specific Key Responsibilities:

- Provide technical assistance across the AMREF portfolio to ensure the quality of M&E and reporting processes.
- Compile, analyze and present data for reporting of program progress and impact, and quality assurance to AMREF.
- Maintain surveillance of portfolio data compliance and completeness into the M&E reporting system.
- Perform quarterly updates to the AMREF Data Portal.
- Support MOH counterparts in conducting data quality audits at district level.
- Maintain a thorough account of the status of annual work plan completion, submission and approval through an established Work Plan Tracker.
- Maintain and report against (in collaboration with the District Coordinator) an account of expected, and completed, portfolio work-plans and AMREF Contractual deliverables through an established Deliverables Tracker.

- Assist AMREF to comply with USAID reporting obligations, including Quarterly Scorecard and Total Reach data, as needed.
- Work closely with the project management and technical teams to compile and analyze data generated from the implementation of project activities to assess progress towards anticipated results and to produce quarterly reports.
- In collaboration with the Knowledge Management (KM) unit, contribute to AMREF's regular and ad hoc reports by illustrating narrative reports with quantitative data and for use on the Amref data portal.
- Contribute to M&E capacity building activities
- Leverage resources to provide institutional capacity building support and on-going coaching and mentoring to beneficiaries in evaluating competency-oriented training.
- Provide direct technical assistance in M&E as required, including the management of assessments, evaluations, strategic studies, data collection, and analyses.
- Provide technical support to MOH counterparts on HMIS data collection, entry and data use for decision making.
- Document evidence of data use for decision making by the MOH counterparts

Requirements and Qualifications

- Minimum of a Bachelor's Degree in statistics/mathematics, epidemiology, information management or related discipline required.
- At least Five (5) years of progressive experience in M&E, data and information management and reporting. Those with experience in USAID funded project will have added advantage
- Strong experience with DHIS.
- Training experience and ability to conduct workshops and orientations.
- Experience in mentorship, quality improvement, monitoring and evaluation is desirable.
- Able to work with MS office data packages and other statistical packages (SPSS, R, Stata, Epi-Info, CSPro, Surveyor etc.).
- Excellent communications skills in both oral and written English and local languages.
- Able to work independently and in multi-cultural teams;
- Able to generate reports from various databases.
- Attention to detail
- Analytical skills; and excellent level of numeric data competence
- Innovative.

How to apply:

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. The closing date will be **Wednesday October 23 2024**. Only shortlisted candidates will be contacted.

NOTE: Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly note that official emails from Amref Health Africa will arrive

from an @amref.org address. Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.