

Job Title : **Project Manager – Monitoring and Evaluation
(2 positions)**

Annual salary range (based on relevant experience and qualifications) : R440,037 – R498,565
Location : FPD Head Office, Pretoria
Department : Health System Strengthening Cluster -
Mental Health System Strengthening Department
Reporting to : M&E Operations Manager

Background:

The purpose of the project is to implement data-driven, evidence-based approaches to support access to appropriate mental health care for People Living with HIV (PLHIV) and for health care workers providing HIV care. Evidence based approaches will include addressing implementation gaps to improve access, retention, and adherence to effective HIV services and decrease stigma/discrimination for PLHIV affected by common mental health (MH) disorders (anxiety, depression), complex MH disorders (neurotic and psychotic disorders), and harmful substance use including alcohol abuse; and decrease HCW stress, anxiety, and burnout to increase the quality of HIV/TB services in SA.

Main purpose of the position:

Support health information management to optimize data collection and data management processes within the Mental Health program. To continually liaise with DSP, NDOH and PDOH staff involved in the data collection and collation process to ensure optimal data quality and validity. Participate in monthly & quarterly data quality and validation reviews with DSP, DOH and FPD counterparts. Build human capacity on correct and comprehensive use of relevant health information systems through data feedback and mentorship. Support health information management priority areas. Assess and report on program performance in relevant provinces through ongoing monitoring of performance against targets and provide suggestions on possible programmatic interventions to program management through episodic evaluation of data.

Scope of Work:

District health information system (DHIS)

- Provide guidance and mentorship to DSP, DoH, and other stakeholders involved in the data collection and collation process in all allocated provinces.
- Participate in monthly and quarterly data quality and validation reviews with DHIS & FPD counterparts.
- Build human capacity of program stakeholders on correct and comprehensive use of data collection tools.
- Support health information management priority areas.

General monitoring and evaluation tasks

- Conduct site visits with district counterparts and/or DSP team members.
- Participate in M&E meetings with SAG and DSP.
- Innovate and problem solve.

Data use & reporting

- Assess and report on program performance in relevant provinces through ongoing monitoring of performance against targets and provide suggestions on possible programmatic interventions to program management through episodic evaluation of data.
- Ensure and facilitate the collation and monitoring of data from various data sources including the FPD Knowledge Centre, third party applications and DSP/DOH reporting tools.
- Compile and submit program reports, weekly, monthly, and yearly to all relevant stakeholders.
- Conduct routine data quality reviews and implement corrective actions where required.

Qualifications required:

- Degree in Public Health, Development Studies, Health Studies or Social Sciences (modules in Statistics, HIV and AIDS and Monitoring and Evaluation will be advantageous).
- An interest paired with training in Monitoring and Evaluation is mandatory.
- Post graduate degree (advantageous).
- Certificate in Monitoring and Evaluation (advantageous).

Working / Industry experience and knowledge required:

- Knowledge of DHIMS Policy, SOP and NIDS indicators and data management.
- Extensive knowledge on Tier1, Tier.net, ETR.net, DHIS 1&2.
- Knowledge of HIV-related best practices.
- Familiarity with Public Health indicators and data management/DHIS systems will be advantageous.
- Experience in utilizing DOH data collection instruments.
- Experience in working with / at public health facilities.

Additional requirements

- Proficiency in reading, speaking, and writing English.
- Report writing and business writing level proficiency is essential.
- Proficiency in other local language(s) will be advantageous.
- Valid code 08 driver's license and own vehicle.
- Willingness to travel extensively.
- Proficiency in MS Outlook, MS Excel, MS PowerPoint, MS Word, Web browsers.
- Ability to work on Android devices (tablets) and provide guidance to users in the field.

Applicants are advised that the Foundation for Professional Development has elected to implement a mandatory COVID-19 vaccination policy to protect the health and safety of its employees, faculty, students, clients, and others who work with, train, or receive other services from FPD.

Closing date for applications: 18 February 2022 at 16h00

Applicants should forward a motivational letter and CV to recruitment@foundation.co.za.

For enquiries, please contact Tshililo Pharamela on tshililop@foundation.co.za.

Please note:

Only applicants shortlisted for interviews will be contacted. If you have not been contacted within one month after the closing date of this advertisement, please accept that your application was unsuccessful.