Internal/External Vacancy Announcement

Jhpiego is an international, non-profit health organization affiliated with The Johns Hopkins University. For 40 years and in over 155 countries, Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both Pre-service and in-service), family planning, malaria, and IPC/WASH.

The Global Reach II project is a five-year global HRSA-funded project, which started in October 2021. It employs an iterative approach based on a country's needs, informed by clients and beneficiaries, targeting high-priority populations and low-coverage and poor-performing areas to achieve HIV epidemic control. In Sierra Leone, Global Reach II works with the government and builds local capacity to identify and implement proven solutions where they exist and develop innovative solutions to overcome persistent barriers that affect HIV services. Global Reach II will develop the capacity of the interdisciplinary health workforce to provide quality, client-centred care, ensuring that individuals will be informed and empowered to access services, receive high-quality care, adhere to treatment, and remain in care, ultimately contributing to the achievement of HIV epidemic control in Sierra Leone.

The following vacant position is available for immediate filling:

Position: Strategic Information Officer (3 positions)

Job Location: Bo, Kenema, Tonkolili

Reports to: District Team Lead and Strategic Information Advisor

Position Overview:

The *Strategic Information Officer:* will be responsible for assuring the tools and procedures for data collection for indicators are well-defined, reflect the service delivery process, are standardized working closely with the National AIDS Control Program (NACP). S/he will be responsible, in collaboration with the SI team, for training staff and building the capacity of DHMTs and Facility Level staff on indicators, tools, standard operating procedures for data collection, verification, and quality assurance, and any digital health tools or processes. S/he will be responsible for the preparation of datasets and analysis of data and work to improve data analysis and use at the DHMT and health facility levels. The *Officer will* participate in planning and implementing internal data quality assessment with paper and or electronic data, both project and national tools and systems. S/he will provide support to all data collection, cleaning and analysis and participate in preparing for and playing a key role in data review meetings; reporting in PEPFAR's Data for Accountability Transparency and Impact (DATIM), High-Frequency Reports (HRF), Project databases (DHIS2 Platform) and in JADE and participating in information dissemination forums. S/he will submit 100% quality data in DATIM on a quarterly basis and other platforms as required and provide timely data for decision-making at the project level by sharing timely trend analysis for project performance tracking for project management on a daily, weekly, or monthly basis as appropriate

Duties and Responsibilities:
- Oversee timely collection, verification, entry, validation, processing, review and collation of project data for all reportable indicators
- Perform data validation and verification – in close coordination with project team, ensure site-level data (heath facilities, DICs and other project data) is verified before entry, validated across databases e.g., DHIS2 platform and DATIM and shared to project staff for review and scrutiny before reporting to the project, Jhpiego, Partners, MOH and PEPFAR
- In close collaboration with the SI team and project advisors, conduct in-depth and robust data analysis to present granular information focusing on site level, district, project, and national level as required.
- Participate in site visits to assist with supportive supervision, data quality assessments, mentorship and implementation of SOPs and checklists to improve data quality
- Analyze and provide key information on progress towards indicator targets and participate with technical and program team to describe performance, gaps, action plan to address any lagging areas
- Assist to develop/ update tools and standard operating procedures for data collection and reporting and participate in other areas as assigned
- Train staff and stakeholders on indicators, tools, SOPs for data collection, verification, and quality assurance.
- Prepare and analyze datasets -verify and clean data collected by the field team in real time (database management) and develop data

dashboards, as may be required
- Work closely with key stakeholders on the development of digital health tools, and their deployment and use in the field
- Conduct training/orientation on digital health tools, paper-based tools, data elements and reporting
- Provide weekly updates on data completeness and performance on indicators
- Participate in reporting as required by project, organization, and donor.
- Participate in work planning and ensure SI-related tasks are clear, assigned timelines and responsible people.
- Plan and participate in training programs to improve the M&E skills of health and HIV/staff in the regions and facilities

Knowledge, Skills and Experiences:

- Experience in providing strategic direction and developing functional M&E frameworks based on consolidated analytical inputs.
- Experience and skills in epidemiological surveillance, quantitative and qualitative monitoring, and evaluation methods.
- Knowledge of the national response to HIV/ AIDS in Sierra Leone.
- Working knowledge of MS Office applications (Word, Excel, Power Point, and Internet).
- Working knowledge of M&E software like DHIS.
- Willingness to work within a team environment and travel throughout Sierra Leone up to 50% of the time.
- Excellent verbal and written English communication skills

Required Qualifications:

- Degree in Statistics or Degree in Monitoring and Evaluation (M&E), social science, information technology or other relevant disciplines
- At least three to five years' experience in the development, design and implementation of donor funded monitoring and evaluation systems preferably in a PEPFAR HIV/AIDS programs.
- Masters degree in a relevant field will give additional advantage.

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to: sl-recruitment@jhpiego.org

Kindly state in the subject area the position and location you are applying for. CVs without proper labeling will not be considered.

Deadline for the submission of applications: 13th December, 2023. Given the likely high number of applications, only shortlisted candidates will be contacted.