

THE ORGANIZATION

Our client is a donor funded organization and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff are deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

Research and Surveillance Officer

(HIV/AIDS, TB and Malaria)

THE BACKGROUND

The implementation of the expanded national response to HIV/AIDS, TB and Malaria involves various implementing agencies in the country. The Ministry of Health and Social Services (MoHSS), has the mandate to coordinate the National Response to HIV/AIDS/TB/Malaria. Government and several development partners have committed an increased amount of resources to its operationalisation. It is therefore important that such resources bring about positive returns through achievement of the strategic results and outcomes as outlined in different programme activity plans and to demonstrate the effectiveness of programmes both at the national level as well as regional and district levels.

Namibia is moving towards the implementation of the second national M&E plan. Challenges to this end have largely been to the inadequate human resource capacity at the national level that has delayed and in some instances hampered the implementation of the national plan.

THE POSITION

The Research and surveillance Officer is responsible for taking lead in implementation of surveillance and research national agenda. The officer will be responsible for the timeous collection, efficient storage and retrieval, analysis of data and report writing of all HIV/AIDS/TB/Malaria surveillance and research information. He/she will manage the programmes research and surveillance database for HIV/AIDS/TB and malaria with a large amount of work on the implementation of the new systems being set up. The Research and surveillance Officer will report to the head of RM&E subdivision and work closely with all stakeholders at all levels.

Key Areas of Focus and Deliverables:

- Oversee the national development and implementation of research and surveillance of HIV/AIDS/TB/Malaria
- Establish data quality assurance procedures that ensure accurate data.
- Ensure that personnel involved in research and surveillance have adequate training and supervision to assure quality.
- Take lead, in liaison with relevant officials in MoHSS and

other institutions to advance and advocate for research and surveillance (Research Agenda).

- Establish data quality assurance procedures that ensure reporting of accurate research and surveillance data to RM&E/DSP.
- Conduct data auditing before any research and surveillance data is collated for analysis and reporting.
- Establish research and surveillance data synthesis working group and provide leadership in data synthesis reporting
- Undertake support and advocacy visits to all sectors that are part of the HIV/AIDS/TB/Malaria National response.
- Facilitate the training of all relevant officers in areas of research and surveillance based on identified needs, such as implementation of a specific survey at appropriate levels.
- Carry out all other functions and duties as assigned.

THE PERSON

Minimum requirements

- Masters degree in Public Health/ Research/Demography/ Statistics.
- Bachelors' degree or equivalent qualification in the above fields.
- 5 years experience in HIV/AIDS/TB/Malaria programme administration, working with large data sets/ monitoring and research/surveillance including the compilation and presentation of reports of programmatic data.
- Research Project management background.

Competency requirements

- Must be willing to perform all programme monitoring and evaluation tasks with regard to HIV/TB/Malaria, training, data collection, management, synthesis and reporting.
- Advanced skills in data analysis and synthesis of response programme data and survey data.
- Advanced skills in computer packages such as EPI Info, STATA, SPSS, is an essential requirement.
- Good spoken and written English, with the ability to clearly communicate data management concepts to non experts.
- Capacity to train and supervise staff.
- Must be willing to travel.

INTERESTED?

The successful candidate will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The **closing date is 22 October 2010** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to olivia@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



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