



## JOB DESCRIPTION

IDENTIFICATION	
<b>JOB TITLE</b>	Data and Analytics Officer
<b>REPORTING TO</b>	Senior Officer – Data Management and Research
<b>DIRECTORATE/UNIT</b>	Corporate Monitoring, Evaluation and Learning Department
<b>DURATION</b>	Two (2) years
<b>PHYSICAL LOCATION</b>	Nairobi, Amref Health Africa HQ Office; the postholder can be virtually based and travel to Nairobi as required.

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 140 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in eight countries in Africa, including Kenya, Tanzania, Uganda, Ethiopia, Malawi, South Sudan, Zambia and Senegal. Amref's work in each country responds to local needs and priorities strengthen existing capacities in communities to take control of their health and strengthen the local health systems. An additional eleven advocacy and fundraising offices are located in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of Amref Health Africa's approach.

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**'. For more on Amref Health Africa please visit [www.amref.org](http://www.amref.org).

### MAIN PURPOSE

To support the availability of all data and reporting requirements for the organization, analytics and ensuring effective quality assurance mechanisms are in place.

### PRINCIPAL RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS
<b>Systems and Processes</b>	<ul style="list-style-type: none"> <li>Establish processes and methods in which data is regularly accessed analyzed for discussions across offices and units in the organization; support teams in data extraction, analysis and interpretation for specific requirements.</li> <li>Support in producing templates, analysis and content for reporting using established methodologies as and when required.</li> <li>Support the development and set up of data quality assurance processes, testing and rollout; produce regular quality assurance reports for identification of gaps; support the development of related standard operating procedures.</li> <li>In collaboration with the information systems unit, develop dashboards based on various data requests.</li> <li>Produce internal communications products supported by data and analysis to enable visibility of the unit and ensure up to date information is available in the intranet and other relevant portals.</li> </ul>
<b>Strategy and Planning</b>	<ul style="list-style-type: none"> <li>Contribute to overall strategizing and work-planning of the team specifically on data quality assurance, data management and team visibility.</li> <li>Attend relevant internal/external meetings where required.</li> </ul>

KEY RESPONSIBILITIES	MAIN TASKS
<b>Technical Support</b>	<ul style="list-style-type: none"> <li>• Support in developing training material and delivering trainings and re-orientations for staff of assigned programme/country offices on data and analytics and other related topics.</li> <li>• Function as resource/focal person to the Tanzania programme and the Institute of Capacity Development for overall MEL support and data compliance/quality assurance.</li> <li>• Ensure issues or requests for support raised from assigned country offices are resolved, and/or referred to the specific technical focal in the team.</li> <li>• Ensure all technical support provided is evaluated and documented as required.</li> </ul>

#### EDUCATION AND KNOWLEDGE

- Bachelor's degree in Social Sciences, Statistics, Information Technology, Public Health or related areas or related fields;
- Relevant professional qualification in data analytics or related topics desirable.

#### EXPERIENCE

- Minimum four (4) years of experience in Monitoring, Evaluation and Learning/data functions in private or development sector settings; at least 1-2 years of field/in-country experience in any Monitoring, Evaluation and Learning function.
- Experience in quantitative and/or qualitative analysis for evaluations desirable. Knowledge/experience in at-least one database and/or analysis tool (SQL, SPSS, STATA etc.)
- Demonstrated knowledge/experience in at-least one business intelligence tool (eg: SAS, Power BI, QlikSense, Tableau, etc).

#### SKILLS AND COMPETENCIES

- Ability to listen, communicate and work as a team with country office focal persons.
- Excellent facilitation skills.
- Ability to work independently and self-motivated.
- High levels of integrity and honesty.
- Attention to detail is a must.
- Ability to produce writing and interpretation to suit various audiences.
- Willingness to travel 50% to headquarters (if virtually based), and to assigned country/field office locations for technical support.

#### HOW TO APPLY

Interested? Please visit our website <https://amref.org/> 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. **Closing date will be October 28, 2021.** Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.*

*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.*