# JOB DESCRIPTION

| IDENTIFICATION | |
| --- | --- |
| JOB TITLE | Data and Analytics Officer |
| REPORTING TO | M&E Advisor |
| DEPARTMENT/UNIT | Global Fund TB project |
| DURATION OF CONTRACT | Two (02) years (Renewable) |
| DUTY STATION | Nairobi, Kenya |

**BACKGROUND**

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 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

**JOB PURPOSE**

To support the availability of high-quality data and reporting requirements for the organization, analytics and visualization that can inform programmatic decision making across Amref while ensuring effective quality assurance mechanisms are in place.

**DUTIES AND RESPONSIBILITIES**

**Strategy and Planning**
- Contribute to overall strategizing and work-planning of the team specifically on data analytics and visualization, data quality assurance, data management and team visibility.
- Attend relevant internal/external meetings where required.

**Systems and Processes**
- Establish process and methods in which data is regularly accessed analysed for discussions across the program; support teams in data extraction, analysis and interpretation for specific requirements.
- Support in producing templates, analysis and content for reporting using established methodologies as and when required.
- Support the development and set up of data quality assurance processes, testing and roll-out; produce regular quality assurance reports for identification of gaps; support the development of related standard operating procedures.
- In collaboration with the information systems unit and key users, develop and maintain dashboards which includes: requirements gathering, writing scripts, development, testing, deployment and debugging.

- The position holder will be responsible for development of data analytics dashboards as part of Data management team, collaborate in development of dashboard prototypes, map data sources and engage in discussions with data owners to align requirements. Producing data summaries needed for use by the program team.
- Collaborate with MOH so as to have access to relevant data that to inform programming

**Technical Support**
- Support in delivering trainings and re-orientations for staff / SRs on data and analytics and other related topics
- Provide support to Global fund activities and report

**EDUCATION, EXPERIENCE AND ABILITIES**

**Education and Experience**
- Bachelor's degree in Statistics, Mathematics, Public Health
- MSc in the above is an added advantage
- 3-5 years of experience in MEL/data functions in private or development sector settings.
- Relevant professional qualification in data analytics or related topics desirable.
- Experience in working with health-related data and conversant with TB, HIV and malaria programming data / indicators
- Experience in quantitative and qualitative data analysis
- Knowledge/experience in at-least one database and analysis tool (SQL, SPSS, STATA etc.) and use of information technology
- Demonstrated knowledge/experience in at-least one data visualization software (e.g. Power BI, QlikSense, Tableau, etc).

**Knowledge, Skills and Competencies**
- Ability to listen, communicate and work as a team.
- Excellent facilitatory ability.
- Ability to work independently and self-motivated.
- High levels of integrity and honesty.
- Meticulous attention to details is essential.
- Ability to produce writing and interpretation to suit various audiences.
- Willingness to travel to assigned field locations for technical support.

**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. Closing date will be **6th August 2024**. 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 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 also 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.*