

JOB ADVERTISEMENTS



ORGANIZATIONAL BACKGROUND

HUHESO FOUNDATION is a non-Profit Organization based in Tanzania Mainland was legally registered as **The Foundation for Human Health and Social Development (HUHESO Foundation)** under NGO act No 24 of 2002 with registration number **00NGO/08602** at Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC).

Our primary goal is to lead disadvantaged groups into development process in Tanzania and play constructive role in uniting their efforts and potentialities in society. HUHESO-FOUNDATION strives to promote dignity, equitable access to social services and resources for development. HUHESO-FOUNDATION ensures sustainable behavioral change, HIV/AIDS and CANCER Prevention programs.

HUHESO Foundation continue to partner with FHI 360 in Shinyanga and Iringa Region, District Health Authorities in the Regional and District Health management teams to implement **EpiC** program.

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the

U.S. Agency for International Development (USAID) which is dedicated to achieving and maintaining HIV epidemic control. It is led by FHI 360 as prime.

EpiC provides strategic technical assistance (TA) and direct service delivery to break through barriers to 95-95-95 and improve HIV case-finding, prevention and linkage to treatment among key and priority populations (PP).

The EpiC project works closely with the Government of Tanzania (GoT) at national and sub-national levels to deliver HIV and other services, targeting Vulnerable Adolescent Girls and Young Women (vAGYW) as well as Female and male who are at higher risk of getting HIV in the area, in a core package of Vulnerability-tailored client and community centered combination of HIV prevention and family planning services with traceable linkages to care, treatment and other referral services.

HUHESO FOUNDATION is therefore seeking to recruit highly qualified, experienced, motivated and dynamic individual to fill the following position: -

JOB TITLE: Deputy Data Manager 1 Post

Location: Iringa

Duration: One year / Renewable

Report to: Program Manager

Salary: Attractive package

Position Description

The Deputy data manager will do daily reviews of the completeness of all project records for accuracy and data quality, perform and/or coordinate data collection from service delivery points, and prepare daily data reports. Also, will assist in developing and maintaining data records within the database and maintain confidentiality of data.

Roles and Responsibilities:

1. Data Collection and Entry:

- Ensure availability of data recording tools both national and project-based M&E tools
- Oversee datacollection and entry of EpiC project activities.
- Implement and maintain efficient data collection tools and methodologies.

- Ensure the accuracy, completeness, and integrity of all collected data.
 - Conduct data verification and periodic data audits to ensure data quality.
 - Ensure that all data is entered into the database and synchronized into the Database Management System timely.
2. **Database Management:**
- Develop and manage databases to store and organize program-related data.
 - Regularly update and maintain the database to reflect current EpiC project activities.
 - Implement data quality checks and ensure adherence to data management protocols.
 - Compile and submit daily data reports for all reporting indicators and intervention areas.
3. **Data Analysis and Reporting:**
- Conduct routine and on-demand data analyses to extract meaningful insights.
 - Generate accurate and timely visualized data reports for program management, partners, and stakeholders.
 - Support the interpretation of data findings and assist in decision-making processes.
 - Extract pertinent data and build detailed reports.
4. **Data Security and Confidentiality:**
- Overall management and custodianship of all data collected and stored at the CSO data room.
 - Establish and enforce data security protocols to safeguard sensitive information.
 - Ensure compliance with confidentiality requirements and data protection regulations.
 - Ensure security from data loss, security breaches, and hacking.
5. **Program Documentation and Reporting:**
- Maintain meticulous documentation of the program, including the timely filing of periodic progress reports.
6. **Capacity Building:**
- Train program staff on proper data collection, entry, and management procedures.
 - Provide ongoing support and guidance to ensure a high level of data literacy among team members.

- Orient program staff and community outreach volunteers on tools and reporting systems.
- 7. **Supervision and Guidance:**
 - Supervise data officers and data entrants to ensure data reports accuracy and consistency.
 - Advise the Data Manager and Program Manager for data management improvement.

Required experience: 3 years and above.

- Bachelor degree in Information technology, Information management, computer science, economics and statistics. Training in, Monitoring and Evaluation will be an added advantage.
- Proven experience managing data.
- A thorough and proven understanding of data management and administrative policies.
- Familiar with modern, high-tech databases and IT systems.
- Proficient at digesting, understanding, and analysing large amounts of data.
- Attention to detailed statistical information.
- Solid working knowledge of data security laws and protocols.
- Ability to complete multiple tasks with multiple deadlines.
- Excellent at problem-solving under pressure.
- Excellent at teaching skills on tools, collecting and reporting data systems.
- High-level verbal and written communication skills.
- Confident in making good decisions with given information.
- Leadership experience with good interpersonal and team skills.

HOW TO APPLY:

If you believe you are the ideal person we are looking for, please submit your application letter describing why you are the right candidate for the position, a **Curriculum Vitae (CV)** detailing your experience, educational certificates and three (3) professional referees from previous and current place of employment. Please send the application huhesodirector@gmail.com with the heading application for the position applied.

HUHESO FOUNDATION will only review the applications sent to the official e-mail address mentioned in this job advert. The closing date for the applications will be Tuesday: **13th February 2024, 5:30PM**

HUHESO DO NOT have any agent and do not charge any fee to the interested candidates.

Email: huhesodirector@gmail.com

Kindly note that only shortlisted candidates will be contacted

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