



VACANCY TITLE – DATA OFFICER (DO) – POST (01)

Organization: YOUTH WINGS (YW) - Tanzania

Duty Station: Arusha, Tanzania

Reports to: Data Manager

Position Type: Full-time

Application Deadline: 11th October 2024, 12:00 PM

Start Date: 1st November 2024.

About YOUTH WINGS (YW) - Tanzania:

YOUTH WINGS (YW) is a dynamic youth-led Civil Society Organization (CSO) based in Arusha, dedicated to empowering the young generation in Tanzania to reach their full potential. We advocate for improved healthcare services, economic opportunities and social wellbeing for Tanzanian youth vulnerable to HIV. Our impact extends across Tanzania with the focusing on comprehensive public health and mental health, human rights, gender equality, social inclusion, governance and community economic empowerment. YOUTH WINGS is implementing the Meeting Targets and Maintaining Epidemic Control (EpiC) project in Arusha Region across Arusha CC & Meru DC. EpiC, funded by PEPFAR and USAID, aims to achieve and sustain HIV epidemic control.

About the Role:

We are seeking a very motivated and detail-oriented Data Officer to join the dynamic EpiC project team. Core responsibilities will be ensuring data quality, knowledge management, and contributing to program excellence at project sites in Arusha. You will be an integral member of the project implementation team, interacting closely with data clerks, peer educators, healthcare providers and the Data Manager to guarantee data systems integrity and continuous improvement.

Candidates should have experience in HIV/AIDS interventions, particularly with at-risk men and women and possess strong interpersonal skills to collaborate with facilities data clerk, peer educators and healthcare providers sensitively. Reporting to the DATA MANAGER, the DATA OFFICER will ensure the successful implementation of the EpiC project in Arusha.

Major Responsibilities

- Contribute to the development and maintenance of data collection tools that facilitate effective, quality data collection; ensure those are state-of-the-art, best practice, and compliant with organizational standards on knowledge management.
- Provide daily and immediate support to healthcare providers, peer educators and navigators on data collection, and entry processes on a routine basis to ensure that all paper-based and electronic data is accurate and timely in support of the overall success of the project.

- Perform regular data spot checks and analysis to detect any data quality and performance issues through the use of statistical techniques and prepare reports including action plans for improvement and further decision making
- Assist the data manager to prepare reports on daily, weekly, monthly and quarterly program performance and quality improvement on a timely basis to inform the program team for better implementation strategies and resource allocations.
- Working with Data manager in providing technical assistance by capacitating the program team including healthcare workers and peers on data management processes including indicator definitions, data collection and reporting tools.
- Conduct routine site visits for addressing data-related challenges, evaluation of data quality standards, and ensuring documentation of lessons learned toward improvements that could be affected in the future.
- Manage backup and filing systems along with data security protocols. Avail and ensure integrity of data at project database systems.
- Under the supervision of the Data Manager, perform data cleaning, triangulation, and standardization of data as per guidelines and timelines. Contribute to the development of Standard Operating Procedures for data management.
- Document lessons learned, best practices, and innovative approaches related to data management and sharing them actively. Promote the sharing of knowledge to contribute to overall program success.
- Participate in data reviews with government counterparts, other partners and stakeholders and contribute to data-driven decision-making in continuous improvement of programs.
- Responsible for the stock and distribution of the data collection tools and forms to assure the smooth flow of materials that will facilitate efficient data collection and management.
- Able to work under pressure to meet tight deadlines while maintaining the standards and quality of the data.
- Participate in fundraising by identifying potential donors, preparing grant proposals, and maintaining relationships with funding organizations.
- Work in close liaison with the Data Manager and other teams for overall success in terms of process and program outcomes pertaining to data management.
- Assume other responsibilities, as assigned by the line manager, to include resource mobilization, fundraising, and knowledge management.

The key competencies and qualifications required include the following:

- Excellent understanding of data management, statistical analysis, and data quality assurance of HIV programs in Tanzania.
- Proficient in the use of electronic data collection tools, database management, and data analysis and visualization software packages such as SPSS, Excel, R, Power-BI, GIS, or similar.
- Strong skills in problem-solving and troubleshooting, especially those relevant to data systems.
- Ability to communicate clearly and work well within a team environment with a view toward knowledge sharing.
- Ability to work independently and under pressure to deliver results within required deadlines; attention to detail to ensure accuracy and quality.
- Bachelor's degree in Statistics, Data Management, Health Informatics, Information Technology, Statistics, Computer Science or a related field.
- Understanding of MOH, PEPFAR data systems such as DHIS (HMIS Tanzania), CTC2 Database, INFOLINK and DATIM.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Access) and preferred experience and good Interaction with data analysis tools such as Power BI, Advanced Excel, geospatial analysis (QGIS/ArcGIS) and CTC2 Analytics, Is an added advantage.

- At least 3-5 years of proven experience in data management, preferably within a within HIV prevention, care, and treatment with additional experience in HIV community interventions being advantageous.
- Excellent interpersonal skills to engage effectively with diverse stakeholders including practitioners, interdisciplinary healthcare teams, community agencies, and patients.
- Experience in knowledge management, data quality audits, and data-driven decision-making is highly desirable.
- Excellent written and verbal communication skills in English and Swahili.
- Familiarity with fundraising and grant writing is a plus.

How to Apply: YOUTH WINGS is an Equal Opportunity Employer with a competitive compensation package. Interested candidates are encouraged to apply online and **MUST** clearly indicate the **Title of the position** applied for (as it appears in the advertisement) on the heading of the email. Applications should be addressed to the **Human Resource Department PO. BOX 16375 Ilboru Arusha**, through recruitment@youthwings.or.tz by uploading an **Application Letter and Curriculum Vitae (CV)/Resume with Names and Addresses of three (3) referees as a SINGLE DOCUMENT in pdf format**. Qualified Female Candidates are especially encouraged to apply.

Join us in making a difference. Apply today!

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Note: This job posting summarizes the main duties of the job and does not restrict specific tasks. Management reserves the right to review and revise this document. YOUTH WINGS is an equal opportunity employer that does not discriminate based on various factors, including race, religion, gender identity, and physical or mental disability.