



## **Job Posting: Strategic Information Manager**

**Reports to:** Country Director

**Location:** Zomba, Malawi

**Type of contract:** Full-time, Fixed Term three-year contract

**Suggested start date:** January 2, 2018

**Salary and Benefits:** Salary commensurate with skills and experience, with a generous medical and health benefits package

**DIGNITAS INTERNATIONAL (DI)** is an independent, Canadian medical and research organization dedicated to improving health care for people facing a high burden of disease and unequal access to services. We deliver and support frontline care in Southern Malawi, and with First Nations communities in Canada. We also research ways to improve how health care is delivered, to make it more effective and accessible. Finally, we share our findings broadly and advocate for better health care policy and practice for underserved populations. By coupling the frontline experience of our clinicians with the expertise of our scientists, we generate, pilot and scale up sustainable models of care that address barriers and gaps in health services and policy. More information can be found at [www.dignitasinternational.org](http://www.dignitasinternational.org).

DI began working in Malawi in 2004, at the height of the AIDS epidemic. Working in one of the hardest hit areas of the country, we witnessed the devastating impact of HIV and AIDS on families, communities and the health care system. By collaborating with the Government of Malawi and local partners, DI was able to dramatically increase access to quality treatment and care for HIV, TB and other related diseases.

DI supports people living with HIV by providing frontline health care in our flagship Tisungane Clinic, a hub for innovation, teaching and knowledge sharing. At this Clinic, we have developed and implemented specialized models of care for vulnerable groups, including HIV+ teens, health care workers and prisoners. To extend our impact, DI provides comprehensive training and mentorship to health care workers in 104 clinics, ranging from urban hospitals to small rural health centres.

Today DI operates a large office in Zomba, Malawi with over 250 staff, supported by the organisation's headquarters in Toronto, Canada. The Malawi program is funded by USAID/PEPFAR, as well as a number of other private and institutional donors, including several research grants.

### **THE POSITION**

The Strategic Information Manager (SIM) leads and manages DI's Strategic Information Team. The Strategic Information Team is responsible for routine Monitoring & Evaluation

(M&E), Health Information Systems (HIS), surveys/surveillance and implementation science (SSIS) activities and DI's Program Management Information System (PIMS). As a member of the Malawi Management Team, the SIM contributes to the overall management and direction of the Malawi Country Program.

The SIM supervises staff on the M&E and Data teams and works collaboratively with other departments to develop plans for continuous, evidence-based, performance improvement and organizational learning. S/he maintains a country program performance management system that provides timely and accurate data for ongoing and new programs to be used in programs and research.

### **KEY RESPONSIBILITIES**

- Establish a DI Malawi country program performance management system that provides program management information and performance reports
- Supervise the tracking of country program-wide indicators across all operations
- Provide support to other departments in setting indicators and targets for the purpose of monitoring activities and conducting data analyses for a range of descriptive and evaluative purposes
- Oversee the compilation and analysis of the quarterly donor performance measurement plan reports for the medical program
- Ensure data quality, accuracy and timeliness for ongoing and new programs; conduct regular data audits
- Work with the Medical Department to ensure that the impact of programs and interventions is captured, accurately measured and analyzed to inform country program plan and new proposals
- Actively contribute to the formation, design and analysis of qualitative and quantitative operations research and knowledge translation initiatives
- Coordinate and support inter-departmental information-sharing and collaboration to strengthen internal and external knowledge translation strategies
- Create plans, including logical frameworks and accurate budgets, to conduct evaluations and integrate program and study quality evaluations into regular activities
- Support researchers with data requests and performance reports for M&E activities within their research projects
- Build a strong Strategic Information Department by establishing a team environment that fosters good communications and relationships within the team and with other departments
- Provide support and oversight to Strategic Information team members, and ensure alignment of workplans to program deliverables and budgets for direct reports

### **QUALIFICATIONS AND EXPERIENCE**

- Master's degree in public health, epidemiology, demography, social science or related field, statistics and with demonstrated emphasis on database or other information management is required
- Minimum of five (5) years' work experience in implementing public health or other social sector programs in sub-Saharan Africa or comparable setting
- Minimum of three (3) years in leading/managing health-focused M&E or strategic information initiatives and teams, preferably in HIV/AIDS programming
- Expert knowledge in the development of health program information management systems (methods, applications and evaluation design)

- Experience working with one or more international agencies' reporting systems (e.g. USAID and/or organizations with USAID Cooperative Agreements, UN Agencies, CDC)
- Proven ability to manage tight timelines and shifting priorities and deadlines
- Computer proficiency with MS Word, Excel and Access and statistical programs (e.g. STATA, SAS, SPSS; Open MRS would be an asset)
- Fluent in English, excellent oral and written communication skills
- Excellent interpersonal, facilitation and teambuilding skills
- A participatory management style and strong mentorship and supervisory skills
- Knowledge of epidemiology, health services provision, HIV programs and M&E standards in Malawi and southern Africa preferred
- Experience with USAID/PEPFAR programs, reporting and M&E systems preferred

### **How to Apply**

Qualified applicants should send a CV and detailed cover letter explaining their interest and suitability for the post to [jobs@dignitasinternational.org](mailto:jobs@dignitasinternational.org) with the subject heading "Strategic Information Manager". Applications will be considered on an ongoing basis. **Deadline to submit an application is September 26, 2017 at 5pm EDT.** Please note that only shortlisted applicants will be contacted. DI thanks all applicants for their interest.