



Employment Opportunity

Background

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

In order to contribute to achievement of the above objectives, IDI wishes to recruit a motivated and competent individual for the position of DREAMS Data Officer as indicated to fill the vacancy below:

Job Title : DREAMS Data Officer
Vacancy Code : DDOKHPX001
Classification : Full - Time
Reporting : DREAMS/OVC M&E Manager
Duty Station : Kampala

General Summary

The Data Officer will support the M&E manager in design, implementation and review of the project's monitoring and evaluation interventions, collection of primary Data from the field and in putting into the reporting systems, addressing the M&E capacity gaps identified, track performance and inform programming.

Role & Responsibilities

- Provide monitoring and evaluation capacity building, train District and implementing level staff on indicators, data collection tools and processes, and reporting.
- Contribute to quarterly & annual report compilation that enables information usage for program management decision making.
- Systematize data repository systems and ensure safe data storage (hard copy & electronic data) on central project databases on a monthly and quarterly basis.
- Conduct data validation processes and work closely with technical teams to identify problematic areas and make appropriate recommendations for continuous improvement.
- Monitor and track progress against targets and baselines and ensuring compliance with the requirements of the reporting systems.
- Prepare quantitative data and write narrative reports as required.
- Ensure timely reporting of core, custom indicators and cross cutting indicators periodically as required.



- Support OVC and DREAMS case management and beneficiary assessments to track progress towards graduation
- Perform any other duties as assigned

Desirable Skills & Qualities

- Fluency in PEPFAR's OVC and DREAMS M&E and results framework and up-to-date knowledge of PEPFAR indicators
- Good understanding of PEPFAR/MOH/MGLSD reporting requirements, expectations and tools

Educational requirements

- Bachelor's Degree in Statistics, Quantitative Economics, Social science or related field with a computing bias
- Two (2) years professional and or analytical work experience in monitoring and evaluation preferred.
- Strong computer skills are an added advantage.

Candidates that meet the above criteria and have what it takes to excel in this position should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **30th, November 2021**. Please follow this link <https://idi.mak.ac.ug/hrms> to apply for the position above.

Key Notes:

1. *IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process.*
2. *Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
3. *Make sure that your application letter, CV and certificates are attached as one PDF document.*
4. *Indicate the Vacancy Code as the subject line of your email.*
5. *Please note that if you DO NOT indicate the vacancy code as instructed above, your application will not be considered.*
6. *Any form of canvassing will lead to automatic disqualification.*
7. *Only shortlisted candidates will be contacted.*

The Senior Human Resource Manager

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