Data Quality and Reporting Officer

STRENGTHENING SYSTEMS
FOR BETTER HEALTH

- **Vacancy for:** 1
- **Posted on:** March 8, 2018
- **Deadline:** March 25, 2018, 11:55 p.m.

Location: Kathmandu, Nepal
Division: International Health (IHD)
Contract: Strengthening Systems for Better Health Activity
Supervisor: MEL Director

Under the supervision of the Monitoring, Evaluation, and Learning (MEL) Director, the Data Quality & Reporting Officer will support the project's M&E activities and will be responsible for ensuring data quality and contributing to the development of M&E plans, indicators, and reports.

Key Roles and Responsibilities:

- In collaboration with the MEL team, support all of the project's M&E activities.
- Participate in the collection, cleaning, analysis, and reporting of M&E data according to the projects MEL plan
- Manage, maintain and update the Project's M&E database on a periodic basis.
- Work with the technical specialists to develop project performance monitoring plans and monitor program indicators.
- Support the MEL team in collecting, managing, analyzing, modeling, and presenting geographic or spatial data as needed by the Project.
- Work with GoN counterparts at all levels to identify gaps in data quality, completeness and use and help determine solutions to address these data gaps
- In collaboration with the MEL Director, develop data control processes and mechanism to be followed before, during, and after data entry to assure the accuracy of data
- Conduct quarterly internal data quality assessments on a sample/sub-set of indicators using USAID standard processes and guidelines, and use the results to address data quality issues.
- Help prepare the Project for external DQAs to ensure validity, integrity, precision, reliability, and timeliness of all performance data, identifying gaps and suggesting corrective actions on time
- Produce various types of data reports on a routine basis including visual presentation of key project related data. Check the accuracy of data in all project reports and deliverables.

Qualification requirements include the following:

- Masters Degree in Statistics, Computer Sciences, Public Health, Sociology, or other relevant fields (desirable).
- Minimum six years of relevant experience in database management, M&E, or other relevant social science activities.
- Experience working with government entities, stakeholder groups, health workers, local authorities, and community groups in Nepal
- High level of computer literacy and proficiency in databases and statistical software
- Experience in M&E/data management for USAID-funded projects in health especially desirable.
- Expertise and experience in Geographic Information Systems are preferred.

Applying Procedure

Apply Link : https://merojob.com/data-quality-and-reporting-officer/