



VACANCY TITLE – DATA MANAGER (DM) – POST (01)

Organization: YOUTH WINGS (YW) - Tanzania.

Duty Station: ARUSHA, TANZANIA.

Reports to: PROGRAMME MANAGER.

Start Date: 1st JUNE 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.

About the Role:

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. We are currently recruiting a DATA MANAGER to join our EpiC team.

The DATA MANAGER will provide leadership and technical assistance in developing and implementing Monitoring and Evaluation systems for YOUTH WINGS programs. Responsibilities include refining the Monitoring and Evaluation strategy, ensuring quality data collection, analysis, and reporting to regional offices, Government of Tanzania, and donors. The role also involves strengthening district and regional HIV M&E Systems, ensuring program activities align with standards, and overseeing HIV Community Services teams.

Candidates should have experience in HIV/AIDS interventions, particularly with at-risk populations, and possess strong interpersonal skills to collaborate with educators and health providers sensitively. Reporting to the PROGRAMME MANAGER, the DATA MANAGER will ensure the successful implementation of the EpiC project in Arusha CC and Meru DC.

Major Responsibilities:

- Lead a team in reporting project activities and results accurately and promptly to program management.
- Collaborate with the project team to design and implement Monitoring and Evaluation (M&E) systems for collecting, managing, and sharing data to track progress towards program objectives.
- Ensure timely availability of user-friendly data summaries for ongoing program monitoring.
- Support district and regional efforts to enhance community HIV program performance using quality routinely collected data.
- Establish and maintain electronic systems for managing and disseminating program data from clients to the national level.
- Oversee complete and timely data entry from paper-based to electronic sources, verifying accuracy and conducting regular data cleaning.
- Track referral forms and verify outcomes by comparing facility registers and databases.
- Conduct data quality assessments and joint supervision with the County Health Management Team (CHMT) to uphold program data integrity.
- Prepare and submit monthly, quarterly, and other required reports on program indicators to the central team.
- Always ensure confidentiality and security of data tools and records.
- Participate in quarterly, semi-annual (SAPR), and annual (APR) data reporting to the Government of Tanzania (GOT) and donors and assist in generating other necessary reports.
- Knowledge Sharing: Share knowledge, best practices through QI, lessons learned and success stories.
- Ad Hoc Duties: Perform other duties assigned by the line manager.

Person Specification:

- Proven track record of at least 3 years in a DATA MANAGER role within HIV prevention, care, and treatment, with additional experience in HIV community interventions being advantageous.
- Expertise in implementing HIV/AIDS and Sexual Reproductive Health Programs within the Tanzanian context.
- Proficient in data analysis using tools like Microsoft Power BI and Advanced Excel. Knowledge of spatial analysis with QGIS or ArcGIS, and interaction with CTC2 Analytics, is preferred.
- Skilled in data management techniques including data cleaning using Microsoft Power Query and report connections using APIs.
- Familiarity with MOHCDGEC/PEPFAR data systems such as DHIS (HMIS Tanzania), CTC2 Database, INFOLINK, and DATIM.
- Strong capabilities in data interpretation, graphical presentation, and report writing.
- Excellent interpersonal skills to engage effectively with diverse stakeholders including practitioners, interdisciplinary healthcare teams, community agencies, and patients.
- Proficient in results-based management processes, utilizing M&E data for program management and development.
- Experience in coordinating programs and providing capacity-building support to peer educators in health/HIV/TB programs.
- Understanding of local government structures and strategic engagement points to integrate program priorities into local government processes.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Access).
- Excellent written and verbal communication skills in Swahili and English.
- Bachelor's degree in health informatics, statistics, computer science, or information technology.

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!

Application Deadline: 24th May 2024, 12:00 PM

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.