

Post Title:	Health Data Analyst
Organization:	CESVI
Duty Station:	Mogadishu
Duration:	4 months
No. of Post:	1
Announcing Date:	06/09/2017
Closing Date:	15/09/2017
Submission Email:	recruitment.nairobi@cesvioverseas.org
Job Summary:	<p>Objective 1 : Data Collection and Compilation</p> <ul style="list-style-type: none"> • Sending earlier reminders and requests to the involved Staff to submit the monthly data on time, according to the agreed deadlines; • Data verification, verifying with the supervisors that the data submitted are accurate, numbers/calculations reported correct and that there are no missing information. • Combining properly the data received (from different Staff/field/actions), according to the instructions given by the Line Managers. <p>Objective 2 : Creating ad hoc database according to the different actions and needs</p> <ul style="list-style-type: none"> • Using adequate IT programs (excel or SPSS) to create dedicated database for each activity, as per indication received by the PM; • Updating or adapting the databases created, according to the needs on the field or further requests coming from the Line Manager. <p>Objective 3 : Data Entry, Cleaning, Archiving and Management</p> <ul style="list-style-type: none"> • Entering the data received accurately in the specific database, in order to have a comprehensive store of information regarding each activity implemented; • Entering data, accomplishing the disaggregation requested for each type of information reported (for instance by sex, age, vulnerability, or any other relevant criteria); • Updating on weekly/monthly basis the databases with data received from: different sectors, field, and actions. <p>Objective 4 : Documentation, Archiving and Record keeping</p> <ul style="list-style-type: none"> • Data must be kept in soft and/or hard copies in an well-organized way and in order, so that it is easier to have any information needed available at any time; • All data are considered to be sensitive and they must considered strictly confidential and protected by any third part access. It is responsibility of the health data analyst to safeguard such data. <p>Objective 4 : Supporting the Staff to adequately collecting and timely submitting data</p> <ul style="list-style-type: none"> • Informing and instructing the Staff on the field about how collect data properly, so that no information is missing; • Directing the Staff to look for and collect any missing data, • Training the Staff to use and update the database before submitting on monthly/weekly basis to the health data analyst.

	<p>Objective 5 : Data analysis</p> <ul style="list-style-type: none"> • Draft internal report providing critical information for the decision making process • Building models and analyzing health data and service quality to unearth trends and patterns • Presenting and explaining information, and suggesting improvements • Evaluate and pre-process raw information • Delve into data to discover discrepancies and patterns • Suggest ways to increase healthcare quality • Collaborate with management and internal teams to implement and evaluate improvements <p>Objective 6: Contributing to any other activities related to the Health and Nutrition Program for which his assistance is required.</p> <ul style="list-style-type: none"> • Translating documents from English into Somali; • Supporting the Senior Staff (Admin Officer, Field Project Officer, Livelihood Officer, and Case Management Officer) at Mogadishu Office in any daily activity. • Supporting the PM at the time of Donor-reporting, through preparation of ad hoc table, summaries, graphics, reporting data collected.
<p>Qualifications/ preferred competencies</p>	<ul style="list-style-type: none"> • <u>Skills in Mmanagement of Health management information System</u> • IT skills (in SPSS software and database), data analysis diploma and professional experience • Professionalism • Exceptional organization, time management, and attention to detail • Maintain confidentiality • Strong computer skills particularly in MS Excel, literacy and numeracy • Fluent in English • Team player, flexible • Prior experience in NGOs/INGOs
<p>Submission Guidelines:</p>	<p>How to apply:</p> <p>Interested candidates are requested to: Send a softcopy of their CV and of the cover letter to the email address: recruitment.nairobi@cesvioverseas.org</p> <p>You are kindly requested to indicate the following title in the email Subject: HEALTH DATA ANALYST</p> <p>The deadline for application is 15/09/2017</p> <p>QUALIFIED FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.</p> <p><i>CESVI is an equal opportunities employer.</i></p>