

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **Regional Office**:

DATA MANAGER (MIS/IT 4 - Band 7)

(Salary range \$3,501,526 - \$4,709,163 per annum and any applicable allowances)

Under the general direction of the Regional HIV/STI/Tb Coordinator or his designate, the Data Manager will support the effective implementation and monitoring of the activities of the NASTAD Programme and other Regional HIV/STI/tb Programme activities and contribute to the achievement of their programme goals and objectives.

Qualifications and Experience:

- B.Sc Degree in Computer Science/Information Systems
 - Minimum of two (2) years experience in the field
- OR**
- ASc. in Computer Science with 3-5 years' experience in a similar capacity
 - Familiarity with the current HIV/STI/Tb Programme's database would be an asset

Specific Knowledge, Skills & Competencies:

- Knowledge of Web Application, Design & Development
- Working knowledge of Web Server technology
- Knowledge of Database Management Systems
- Knowledge of Free and Open-Source Software (FOSS)
- Knowledge of Graphic Design
- Excellent oral and written communication and presentation skills.
- Exceptional ability to work independently and autonomously.
- Demonstrated ability to communicate effectively with partners, staff, colleagues with a high level of tact, diplomacy and confidentiality.
- Effective management skills.
- Excellent analytical and problem solving skills.
- Excellent planning and organizing skills.
- Ability to interact well and develop positive relationships with key personnel of different backgrounds.
- Ability to work within budgetary constraints.
- Excellent computer skills

Key responsibilities will include:

- Performing timely and accurate data entry in several different databases.
- Developing and maintaining tracking systems for reports received and processed by the Southern Regional Health Authority (SRHA) HIV/STI/Tb Unit.
- Assisting with the gathering/collation of data and data collection forms from various sources.
- Performing validation and verification of data entry activities with documentation of findings.
- Collaborating with professional staff and field officers in the collection, collation, and analysis of data from the M&E system, including data for reporting to donors (e.g., NASTAD, CDC).
- Preparing reports for submission for monthly, quarterly and annual HIV/STI/Tb M&E updates, including reports on the prevention and treatment cascades.
- Participating in training workshops and Regional Data Reviews to build capacity in Data Quality and Data Appreciation among team members.

Applications along with resume should be sent no later than Friday, May 10, 2024 to:

Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.

E-Mail - jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED