

Job Advert – Senior Admin Officers in Information Management/Information Management Officers

The Health Foundation of South Africa is an NPC with a mission to mobilise resources that enhance public health services through collaboration with public and private stakeholders and is uniquely positioned to collaborate with the Department of Health to improve service delivery.

The Foundation is entering into Phase 2 of the Scaling Data Use Project. The overall goal of this project is to contribute to the provincial and Local Department of Health's efforts to achieve the best possible health outcomes for the population of the Western Cape, particularly for TB and HIV, within a financially constrained environment.

Against this backdrop, we need strong skillsets to drive the success of this project. The successful candidates will be seconded to the City of Cape Town (CCT), Metro Health Services (MHS) and Rural Health Services (RHS), for the duration (30 months) of the contract.

We are looking for **4 Senior Admin Officers in Information Management/ Information Management Officers**. This role will fulfil a coordinating and support function to the team on various projects and stakeholder engagement.

Job purpose - To aid subdistrict/substructure, facility and community-based teams in implementing grant related information and quality improvement projects, strengthening monitoring and evaluation, to track and assess progress, and to record and report on best practices, while taking metrics into account.

Job description:

They would support and train the facility and operational managers to:

- Collect, validate, analyse and utilise data for decision making
- Utilise data tools on applicable information systems

Support change management processes to improve data and data tool utilisation and monitoring the process of Electronic Health Systems (EHS) adoption

Support administrative activities eg access to applicable information systems.

Help develop local level data flow/utilisation/data tool SOPs

Work collaboratively with the QI advisors to utilise data for Quality Improvement Plans

Assist with data quality monitoring, maintenance, and resolution – validation, verification, and data/trend analysis

Implement grant related information and quality improvement projects and strengthen M&E processes at substructure and facility level

Facilitate the development of user-friendly tools

Support population health management hub activities

Skills:

- Excellent knowledge of common EHS in use at CCT, MHS and RHS (including SPV)
- Advanced Microsoft office (excel, PowerPoint and word) skills
- Training and change management experience
- Ability to interpret, analyze and present health information.
- Good numerical, communication, analytical thinking skills and interpersonal skills.

Educational requirements:

Relevant info management diploma or degree

Or

A relevant public health diploma or degree with experience in public health data systems

Submit CV, motivation letter with certified copy of highest qualification and details of three (2) current contactable referees to kentse@thehealthfoundation.org.za and include the reference: # **Senior Admin Officers in Information Management/ Information Management Officers.**

Closing date for applications is **27 October 2023 (17h00)**

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. We reserve the right not to appoint if no suitable candidates are identified. If you have not heard from us by **03 November 2023**, please consider your application unsuccessful.

For more information about the organization please visit our website at www.thehealthfoundation.org.za