



CHAPS is one of the largest and proudly South African non-government organisations (NGO) focused HIV prevention on the African continent. Through its pioneering work in the research and promotion of biomedical interventions, CHAPS has successfully implemented and disseminated sustainable evidence-based health solutions throughout South Africa and the region.

CHAPS seeks to appoint a:

Head of Department: Monitoring and Evaluation & Research

based at Houghton/Hatfield

Work Description

As Head of Department (HoD) you will be responsible to ensure the management and implementation of strong M&E Systems and Procedures that allow for the tracking of Programme performance and flagging of gaps through regular monitoring of Programme implementation processes and outcomes.

You will also be responsible for managing the Data team and ensure the implementation of data management strategies to improve the capturing, monitoring and analysis of data and the streamlining of data capture procedures.

Education:

- Tertiary qualification in a relevant field such as Statistics/Research methodology/Data Management
- GCP certificate
- Advantageous - An applicable Master's degree (MA) in Research

Responsibilities:

Reporting to the CEO, the HoD will:

1. Liaise with Internal and External Customers/Stakeholders
2. Human Capital management
3. General Administration
4. Performance Management
5. **Monitoring and Evaluation:**
 - 5.1 Management of M&E Systems and Procedures
 - 5.2 Evaluate Project implementation fidelity (e.g. intervention coverage, quality and quantity as well as resource allocation)
 - 5.3 Identification of opportunities for M&E Future Funding and Proposals
 - 5.4 Oversee and assist with the analysis of Programme Data
 - 5.5 Data Monitoring
 - 5.6 Coordinate the Key Reporting preparation and ensure quality timely reports

6. Data Management

- 6.1 Information management application scoping, planning, development, maintenance and support
- 6.2 Apply knowledge of data management systems
- 6.3 Systems/database design, development, upgrade and maintenance in accordance with unique business unit challenges and requirements
- 6.4 Manage data usage and sharing of information
- 6.5 Quality control checks
- 6.6 System user manuals/training material
- 6.7 Reporting and recordkeeping

7. Research

- 7.1 Assist to conceptualise projects and provide project management support
- 7.2 Undertake research both primary (interviews and surveys) as well as secondary (desktop research, literature reviews etc.)
- 7.3 Undertake data collection, collation and analysis
- 7.4 Develop proposals for new assignments

Experience

- 5 to 10 years related experience in the monitoring and evaluation of Projects and data management at senior level
- Familiarity with Statistical Software Packages (Medical Strata and Data, advanced Statistical Software Programmes)
- At least 5 years' experience in the health industry or research environment
- Proficient personal computer skills
- Basic SQL/ Microsoft Access skills
- Intermediate Computer operations (basic programming in 3rd and 4th Generation Languages, Relational Databases and Operating Systems) and intermediate Software Packages (Word Processing, Spreadsheets, Graphics etc)
- SA Citizen or valid work permit to work in South Africa
- Minimal/Moderate/Excessive overnight travel (up to 30%) by land or air if required
- Willing to work overtime

Please state in the subject line of your application, the position you are applying for by close of business **17 June 2020**.

To apply, submit CV to Rlshwarchand@chaps.org.za.

For more about Centre for HIV/AIDS Prevention Studies, refer to www.chaps.org.za