



Vacancy

Data Quality Officer – Adolescent Girls and Young Women’s Programme

MIET AFRICA is a sub recipient of Beyond Zero the primary recipient of the Adolescent Girls and Young Women’s Programme (AGYW) In and Out of School of the Global Fund grant for the period 1 April 2019 to 31 March 2022.

MIET AFRICA requires a Data Quality Officer to take responsibility for the provision of biomedical services in the Programme, in Nelson Mandela Bay, Gqeberha (formerly Port Elizabeth) Elizabeth.

This is a contract position, and the successful applicant will be based at MIET AFRICA’s district office in Gqeberha, Nelson Mandela Bay District, Eastern Cape.

Key Performance Tasks

- Assist with accurate data entry of record-level client data into database
- Review captured data and ensure up- to- date database record and accurate reporting
- Conduct data quality assurance checks on record-level client data
- Work closely with the M&E Manger, M&E Officer and the Project Manager to ensure accurate and adequate reporting
- Communicate with M&E Manager on best practices and recommendations relating to good data quality
- Perform Data Quality checks on submitted aggregate monthly reports from sub recipient partners, on MS Excel reporting templates within five days of submission
- Communicate data queries to relevant managers, ensure receipt of corrections to queries within a week of communicating the query and keep a log of the queries and how they were resolved
- Obtain guidance from relevant managers in case of uncertainty about reporting requirements or other issues
- Stay informed of best data practices
- Take responsibility for own professional growth and development
- Attend compulsory trainings (in-house and external) to maintain and increase professional knowledge and skills
- Identify and attend further trainings, as relevant to the job, to maintain and increase professional knowledge and skills

Requirements:

- Tertiary qualification/three years of relevant experience
- Strong computer literacy, including MS Excel
- Two years’ experience in data verification/quality assurance
- Training in M&E
- Attention to detail
- Aptitude for, and interest in, numbers
- Interpersonal skills
- Logical and analytical thinking skills
- Creativity

- Ability to work independently
- Valid driver's license and own car

Interested applicants should email the following documents:

- 1) A letter of application, clearly stating "AGYW DATA QUALITY OFFICER, GQEBERHA"
- 2) Curriculum Vitae
- 3) Copy of ID or passport
- 4) Copy of driver's license
- 5) Copy of qualifications
- 6) Copy of work permit (in the case of non-South Africans)

To: HR Department, MIET AFRICA

Email: applications@miet.co.za

The remuneration package will be negotiated with the successful applicant. Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

Closing date for applications is Wednesday, 30 June 2021.

Only shortlisted candidates will be contacted.

MIET AFRICA collects and processes personal information of the programme beneficiaries. The organisation is responsible for ensuring that it complies with the Protection of Personal Information Act (POPI).