



WALVIS BAY
CORRIDOR
GROUP

Wellness
Service

**WE ARE
HIRING!**
JOIN OUR TEAM



Position

1 X DATA MANAGER (3 MONTH CONTRACT)

The Walvis Bay Corridor Group (WBCG) and Ministry of Health and Social Services (MHSS), in collaboration with the USAID-funded Data for Implementation (Data.FI) project, will be conducting the third Key Populations Integrated Bio-Behavioural Surveillance Survey in Namibia (KP IBBS3). The goal of the KP IBBS3 is to estimate the burden of HIV and HIV-related disease; assess health service utilization and progress towards reaching the 95-95-95 UNAIDS target; and estimate the population size of key populations. The study will collect data in five sites in Namibia: Engela, Katima Mulilo, Lüderitz, Walvis Bay/Swakopmund and Windhoek. The survey will be conducted using respondent driven sampling (RDS) methodology, to reach the intended populations.

The WBCG hereby seek to recruit the following hard-working, and committed personnel to join our dynamic and high- performance wellness team for this activity.



Location

**WINDHOEK
KHOMAS REGION**



Closing Date

**17H00 FRIDAY
28 JUNE 2024**

MAIN RESPONSIBILITIES

- **Data Processing and Management:** Overseeing the entire data processing process of the survey, including data entry, cleaning, validation, and storage to maintain data quality and accuracy
- **Supporting Survey Design:** Collaborating with all stakeholders to design data collection tools and methodologies that align with the survey's objectives.
- **Troubleshooting and Technical Support:** Providing technical support for data collection tools and systems, and troubleshooting any issues that arise during the data collection process
- **Data Analysis and Interpretation:** Analyzing collected data to produce meaningful insights and reports that inform study outcomes.
- **Setting Goals and Indicators:** Establishing clear data management goals and performance indicators to track and assess the survey's progress and outcomes.
- **Ensuring Data Security:** Implementing and maintaining protocols to ensure the security and confidentiality of survey data, in compliance with relevant MOHSS regulations and standards.

MINIMUM EDUCATION & PROFESSIONAL REQUIREMENTS

- A Bachelor's degree in a relevant field such as Information Management, Health Information Management, Data Science, or a related discipline.
- Proficiency in data management tools and software.
- Strong analytical skills and experience with data analysis methodologies.
- Familiarity with data security and confidentiality standards, especially within healthcare settings.
- Prior experience in data management, preferably in health-related surveys or public health research
- Excellent organizational and project management skills.
- Strong communication skills to coordinate with survey teams and stakeholders.
- Ability to troubleshoot and provide technical support during data collection processes
- Experience in working with key populations is a definite advantage
- Must be reliable, professional and have strong work ethics
- Must be a Namibian citizen, preferably based in the relevant survey site
- Fluent in English and local languages of the region - is a distinct advantage.
- Strong organizational and administrative skills, with the ability to manage data systems and workflows effectively.
- Proficiency in database management systems.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse teams and stakeholders.
- Attention to detail and commitment to maintaining high standards of data quality and integrity.
- Knowledge of research ethics, human subject protection, and confidentiality requirements.
- Ability to maintain professionalism and confidentiality at all times.

We offer a market-related remuneration package commensurate with experience and qualifications. An exciting career opportunity awaits the successful incumbents.

*Interested candidates should **clearly state site and position applying for**, and forward a cover letter, their updated CV's with three traceable references in the strictest confidence to:*

HR OFFICER

Walvis Bay Corridor Group
PO. Box 25220, Windhoek, Namibia
31 General Murtala Mohammed Avenue, Eros
Tel: **(+264) 61 251 669** | E-mail: **recruitment@wbcg.com.na**

Previously disadvantaged people are encouraged to apply.

Only shortlisted candidates will be contacted for interviews and no submitted documents shall be returned. Candidates should ensure that all foreign qualifications are evaluated by the NQA.



Visit our website:

www.wbcg.com.na