



JOB DESCRIPTION/TERMS OF REFERENCE

JOB CODE: 0106

DATE:

JOB TITLE:	PROGRAMME OFFICER, DATABASE MANAGEMENT
INSTITUTION	WEST AFRICAN HEALTH ORGANISATION
DUTY STATION	BOBO-DIOULASSO, BURKINA FASO
GRADE	P3/P4
ANNUAL SALARY IN USD	37,431.66/52,379.70
NUMBER OF POSITIONS	1
DIRECTORATE:	PLANNING AND HEALTH INFORMATION
DIVISION	HEALTH INFORMATION
LINE SUPERVISOR	PRINCIPAL PROGRAMME OFFICER, HEALTH INFORMATION
SUPERVISING	PROGRAMME ASSISTANT DATABASE COLLECTION AND MANAGEMENT

ROLE OVERVIEW

Under the supervision of the PPO Health Information, the incumbent will work closely with the National Health Information System (NHIS) and Integrated Disease Surveillance and Response (IDSR) managers as well as other national health staff on data collection, processing (data entry, storage and extraction) of health information across the ECOWAS region.

The database expert shall manage the warehouse and coordinate the regional data sharing platform. S/he shall be responsible for:

- the management of the database, launching, storage of data for monitoring the outcomes and impact of interventions on the health status of the population across the ECOWAS region.
- supporting the implementation of capacity-building programme of National Health Information Systems in the field of data management, and
- carrying out any other tasks related to the implementation of the Regional Policy on Health Management Information Systems.

ROLE AND RESPONSIBILITIES

He shall:

1. Provide overall management of the Regional Data Warehouse.
2. Ensure the implementation of the Regional Platform for information sharing.
3. Contribute to the definition of periodic review and update of the list of regional indicators.
4. Contribute to the harmonization of concepts and tools for data recording and collection at national and regional levels.
5. Undertake data quality assurance (international standards) activities at regional and national levels under data analysis.
6. Contribute to the adaptation of existing tools and guidelines to support assessment, monitoring and reporting of data quality (through field visits and by electronic means).
7. Develop and implement feedback mechanisms to member states on data quality.
8. Support countries in the design and implementation of the data quality improvement plans.
9. Ensure the verification activities of data quality in the countries' database.
10. Contribute to the processing and analysis of the data in the regional platform.
11. Provide and support implementation of innovative solutions to increase reporting rates from countries to Regional Data Warehouse.
12. Provide and support implementation of innovative solutions to promote the integration of health data management.
13. Provide basic technical support to the regional, and national data warehouse.



14. Participate in capacity building activities in the field of database management for national counterparts.
15. Manage data security, privacy and back-up in accordance with WAHO/ECOWAS rules and regulations.
16. Perform any other duties as may be assigned by supervisor.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Qualifications:

Bachelor's degree in biostatistics or management or health informatics or related discipline from a recognized university.

Experience:

- At least five (05) years of progressive experience in the field of database management or similar position.
- Demonstrated knowledge of internationally used statistical packages (Epi Info, SPSS, Stata or other statistical analysis programmes); with excellent knowledge of spreadsheets and data analysis (basic statistics, graphics).
- Ability to design and propose indicators based on expressed needs at national and regional levels.
- Demonstrated knowledge of public health issues and major health challenges in West Africa.
- Demonstrated capacity to transform errors in the past into lessons in order to improve performance.
- Good communication skills and ability to work under pressure and in a multicultural and multi-sectoral environment.
- Ability to plan and provide quality training in data management.
- Ability to multi-task and meet deadlines of any kind.
- Ability to manage database and conduct statistical and epidemiological analysis of health data.
- Demonstrated knowledge and experience of working on the DHIS-2 system and knowledge of computer programming (designing a database) will be considered as assets.
- Knowledge of Monitoring & Evaluation will be of advantage.

ECOWAS KEY COMPETENCIES

LEADERSHIP

- Ability to persuade/influence others to consider a certain point of view, adopt a new idea or implement new methods and practices.
- Ability to lead a team of trainees/junior staff and instill a spirit of teamwork to engage employees and achieve a well-defined set of activities.
- Ability to follow the chain of command.
- Ability to resolve challenges that occur with minimal direction and/or to recommend and explain solutions or alternatives for approval.
- Ability to utilize the Code of Ethics to manage self, others, information and resources.
- Ability to mentor others and create feedback loops with supervisors, colleagues and the subordinates to build strong working relationships and improve performance.
- Contribute to maintaining organizational unit's performance goals and standards.

CLIENT SERVICE ORIENTATION

- Sound interpersonal skills with ability to keep a client informed of progress and setbacks or challenges in projects of relevance to timeline, quality and quantity.
- Ability to proactively interact with clients and build strong trusting relationships based on mutual respect and regular discussions.



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- Ability to establish and sustain professional credibility with clients/stakeholders in a manner that anticipates their need, mitigates issues and that carefully balances professional obligations with the need to be sensitive and responsive to their needs.
- Ability to counsel, advise, consult and guide others on matters pertaining to assigned client service responsibilities and established client service standards.
- Proven experience in health information systems management
- Sound knowledge in database development and management knowledge of DHIS2 Platform would be an added advantage.
- Advanced knowledge of health information analysis tools.
- Excellent management capacity, including networking and alliance building.
- Ability to work within a multinational environment and with a diverse range of people and organisations at the national, regional and global levels.
- Demonstrated ability to work in team setting, group facilitation and good interpersonal skills.
- Proven knowledge of new developments in own occupation/profession.
- Effective organizational skills with the ability to prioritize.

MULTICULTURAL SENSITIVITY AND ADVOCACY

- Demonstrate respect for cultural differences, fairness and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race and religion.
- Understanding of diverse cultural views especially within West Africa, with sensitivity to group differences; ability to challenge bias and to practice tolerance and empathy.
- Ability to listen actively, consider people's concerns and apply judgement, tact and diplomacy.
- Ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Ability to encourage, empower, and advocate for people in an unbiased and transparent manner.

KNOWLEDGE OF ECOWAS

- Thorough knowledge of ECOWAS institutions, sectors, programmes and policies.
- Knowledge of ECOWAS internal operational requirements of programs, projects, services and systems required to achieve work assignments and meet performance goals.
- Knowledge of rules and procedures of ECOWAS associated assigned responsibilities and ability to explain these clearly to others.
- Knowledge of the ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities.
- Thorough knowledge of Member States' development trends, indicators, challenges and opportunities as it relates to projects/programmes assigned to own position.

ANALYTICAL AND CRITICAL THINKING

- Ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations.
- Ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance and performance targets.
- Knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting goals.
- Ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.



COMMUNICATION

- Demonstrated computer skills and ability to use appropriate tools.
- Ability to make sound use of graphics and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/check templates, letters, etc.
- Ability to convey information clearly and concisely in a succinct and organized manner through both writing and verbal means.
- Exhibit interpersonal skills, make presentations, express opinions and debate ideas with others in a constructive manner.
- Proficiency in information and communication technology (ICT).
- Have a good command (oral and written) of any of the official ECOWAS languages, namely English, French and Portuguese. A working knowledge of an additional one would be an added advantage.

PLANNING AND IMPLEMENTATION

- Ability to develop and implement an individual action plan to achieve specific work objectives.
- Ability to identify, organise and track tasks from start to finish to facilitate execution.
- Ability to contribute and/or lead on projects as per accepted project management standards and techniques, to co-ordinate contributions by others to set and meet deadlines.
- Ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators and risks.
- Ability to identify, collect and evaluate indicators for performance monitoring in order to take proactive remedial action as required.