



## COMMUNITY EMPOWERMENT PROGRAM (CEP), INC.

P.O. BOX 1923  
JACOB TOWN, PAYNESVILLE  
LIBERIA

GSM: 0886-552-066/0776527322

E-mail: cep\_liberia@yahoo.com

### **JOB VACANCY: DATA MANAGER**

#### **Background:**

CEP, Inc. is a community-based organization with sponsorship from DHAPP dedicated to providing comprehensive HIV prevention, care and treatment services to members of the Armed Forces of Liberia, their families and other affected populations. Our organization works closely with AFL's health facilities, community groups, and other stakeholders to ensure access to quality healthcare services, including Antiretroviral Therapy (ART), HIV counseling and testing and other HIV supportive services.

The Data Manager will be responsible for monitoring, evaluating, and reporting on the progress and impact of services provided.

#### **Key Responsibilities:**

##### **Monitoring & Evaluation:**

- Develop and implement the M&E framework for the HIV program in line with NACP-MoH data collection tools and methodologies;
- Conduct regular site monitoring visits to assess program implementation and data quality in line with PEPFAR's M&E reporting indicators; and
- Ensure data collection processes are standardized and adhered to ethical guidelines, especially regarding patient confidentiality.

##### **Data Management & Analysis:**

- Collect, validate, and manage program data, ensuring accuracy and completeness;
- Analyze data to identify trends, challenges, and areas for improvement within the program; and
- Utilize data analysis software to generate reports, dashboards, and presentations for internal and external stakeholders.

##### **Reporting:**

- Prepare and submit regular M&E reports to the Program Director and donors, ensuring their compliance with reporting requirements;
- Contribute to the preparation of annual reports, case studies, and success stories that highlight the impact of the program; and
- Provide feedbacks to program teams based on data analysis to improve program implementation and outcomes.

##### **Capacity Building:**

- Train program staff and partners on data collection, management, and analysis techniques; and

- Provide ongoing technical support to ensure the sustainability of M&E activities within the organization.

### **Qualifications & Experience:**

- **Education:**

- Bachelor of Arts degree in Public Health, Social Sciences, Statistics, or a related field.

- **Experience:**

- At least 2 years of experience or more in monitoring and evaluation, preferably within an HIV treatment or public health program; and
- Experience working with community-based organizations (CSOs) and knowledge of the local health system are highly desirable.

- **Technical Skills:**

- Proficiency in data analysis software, including:
  - **Microsoft Excel** (advanced skills, including data manipulation, pivot tables, and charts);
  - **DHIS2** (District Health Information System 2) for health data management; and
  - Other data analysis software is an advantage;
- Knowledge of database management systems and data quality assurance techniques.

- **Other needed skills:**

- Strong analytical and problem-solving skills;
  - Excellent oral and written communication skills, and report-writing abilities;
  - Ability to work independently and as part of a team; and
  - Strong organizational and time management skills.
- Interested candidates must submit a resume/CV and a cover letter to Madam Lucy W. Page, Executive Director to the above address or email: **cep\_liberia@yahoo.com** outlining their qualifications and interest in the position. Please include examples of past M&E or SI projects with which you have worked.
  - Deadline for the submission of this application is October 31, 2024 @ 4:00 p.m.