

## NTD data and reporting officer

- Reports To: Senior NTD Data and Reporting Advisor
- Directorate: Neglected Tropical Diseases (NTDs)
- Location: Haywards Heath, UK
- Direct Line Reports: N/A

### Scope of Ascend

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Accelerating the Sustainable Control and Elimination of Neglected Tropical Diseases (Ascend West & Central Africa) is a high profile, high value, multi-partner programme. It will make a significant contribution to the control and elimination of five NTDs - onchocerciasis, lymphatic filariasis, trachoma, schistosomiasis and soil transmitted helminths - in 13 countries of west and central Africa.

Sightsavers is the lead supplier for Ascend, working with the Liverpool School of Hygiene and Tropical Medicine (LSTM), Mott MacDonald, the Schistosomiasis Control Initiative Foundation (SCIF), and other partners including WaterAid, M&C Saatchi and Accenture.

Sightsavers is responsible for its overall delivery of Ascend in line with contractual agreements within the consortium structure. As an integrated programme, the minimum results expected from this contract are expected to be:

- Provision of 450 million NTD drug treatments.
- Provision of surgeries to prevent 100,000 cases of blindness due to trachoma.
- Reduction of morbidity and disability in 26,000 people with lymphatic filariasis.

### Job purpose

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The Data and Reporting Officer will support the Programme Optimisation Unit (POU), and country teams to effectively plan, report and document Sightsavers programme data from Ascend interventions. This will include, but not be confined to, collating relevant data and information for project planning and reporting, and working closely with NTD Finance Officers, Country Offices and Technical Advisors to ensure the quality and consistency of data across systems.

Although focussed primarily on the Ascend programme, the post holder will also support the Senior NTD Data Management and Reporting Advisor in similar functions across other programmes within the Sightsavers NTD Directorate, with specific project coordination responsibilities across some of the smaller NTD projects.

The position will be based at Sightsavers Headquarters in Haywards Heath, and will be expected to undertake international travel, up to six weeks per year.

## Responsibilities

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### Data reporting and oversight:

*On behalf of Sightsavers as an Ascend implementing partner:*

- Manage consistent and timely entry/reporting of targets and achieved results to core organisational data systems, and as otherwise required (e.g. the Ascend M&E framework), in collaboration with field, technical and head office colleagues.
- Advise Sightsavers country offices and partners of ongoing data reporting requirements, including specific support and guidance if changes occur.
- Collate and quality check all Sightsavers reported programme data against original submissions and WHO records as applicable.
- Provide training and support on data reporting to Sightsavers country offices, and within Ascend structure
- Align learning, documentation and reporting systems across the Ascend programme with broader Sightsavers systems, national NTD initiatives and emerging mHealth systems.
- Work effectively with other colleagues within Sightsavers UK, Sightsavers Country Offices and relevant partner organisations, in what could be challenging environments.
- Assist the ISU with keeping the Ascend Master Data File up to date with current population and endemicity data.

*On behalf of the entire Ascend consortium:*

- Manage output data maintained within the MyCLAIMS system for both Sightsavers and Ascend consortium partners.
- Develop and support visualisations of reported data to support for management oversight using PowerBI and other data tools as required.

*On behalf of Sightsavers NTD Directorate, supporting the Senior NTD Data Management and Reporting Advisor:*

- Coordinate internal data reporting across the full Sightsavers portfolio, including data entry of targets and achieved results.
- Management of district datasets to ensure accurate reporting of geographic data in MyCLAIMS e.g. updating populations and accounting for national redistricting.
- Maintain a calendar of NTD M&E survey activities across all Sightsavers programmes.
- Management of data sources for PowerBI and spatial visualisation, ensuring these are maintained as per good practice protocol.

### Project reporting and oversight:

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*On behalf of Sightsavers NTD Directorate, supporting the Team Lead for unrestricted & GiveWell:*

- Provide direct programme support to country teams on the roll out of integrated NTD activities, including the use of Sightsavers programme implementation tools and protocols;
- Coordinating monthly, quarterly and annual reporting cycles (internal and donor facing);
- Facilitate the deployment of timely, appropriate technical assistance and capacity building support;
- Align learning, documentation and reporting systems with designated countries with broader Sightsavers systems and processes

### **Planning, monitoring and organisation:**

*Support the Senior NTD Data Management and Reporting Advisor, Ascend POU to:*

- Monitor, collate and disseminate project data for internal and external reporting.
- Review field status reports, quality assessments and team meeting reports, escalating issues whenever required.
- Manage the calendar for organisational quality assurance assessments, following up as necessary to ensure timely review and sign off.
- Monitor the completion of quality improvement action plans from quality assessments to the required schedule.
- Participate in programme and NTD team meetings.
- Ensure all interventions uphold a commitment to gender, equity, social inclusion, value for money and sustainability.

### **Problem solving:**

*Support the Senior NTD Data Management and Reporting Advisor, Ascend POU to:*

- Develop, roll out and maintain data processes and systems.
- Actualise data collection/analysis synergies between Ascend and other programmes within Sightsavers.
- Identify and disseminate standard best practice in relation to programme data (with relevant Technical Advisors).
- Coordinate activities and share learnings within Sightsavers and partner organisations.
- Keep up to date with relevant cross cutting issues and debates that may impact control/elimination of NTDs.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for a high degree of flexibility is required and the job holder is expected to carry out any other duties that may be required to assist the wider team if within the employee's skills and abilities, whenever reasonably instructed.

## Person specification

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Job Holder Entry Requirements: the knowledge, skills and behaviours required:

### Knowledge (education and related experience):

#### Essential

- Undergraduate degree in Statistics, Information Systems, International Development or appropriate equivalent, or equivalent experience.
- Excellent English language communication skills.
- Understanding and demonstrated experience of data analysis and data management.
- Experience working and supporting staff in different contexts (face to face, online).
- Understanding of international development issues and a commitment to equality of opportunity for people with disabilities.
- Understanding of cultural and ethnically sensitive issues.

#### Desirable

- Master's degree in international development, public health, international relations, geography, or appropriate equivalent.
- Working knowledge of French and/or Portuguese.
- A successful track record of working in multiple country projects, preferable within NTDs or the public health sector.

### Skills (training or competence):

#### Essential

- Demonstrated ability to think quickly, responsively and effectively to communicate information, practices, concepts and ideas to a non-technical audience.
- Comfortable with manipulating quantitative and qualitative data.
- Excellent organisational skills with the ability to identify important issues and communicate these effectively to colleagues.
- Able to work with multiple stakeholders in a global team, and ensure differing concerns and priorities are effectively managed.
- Able to facilitate group-training sessions, with a focus on programme systems and data, building capacity in developing country contexts in areas relevant to position.
- Proficient in using the Microsoft Office suite, particularly Excel to an advanced level.
- Ability to prioritise work in a busy, fast-paced environment with competing deadlines.

## Desirable

- Experience of using visual analytics software such as Microsoft Power BI.

## Key relationships

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- Senior NTD Data and Reporting Advisor
- Team Lead – unrestricted and GiveWell
- Team Lead - Ascend Integrated Systems Unit
- Ascend Central Operations Unit
- Sightsavers Regional and Country Offices
- Wider Ascend programme team
- Other Sightsavers departments including NTD Technical Hub, DART, MEL, Finance and Risk, Communications.

## Core behaviours

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- Flexible and adaptable approach
- Communicating and influencing
- Team working
- Planning and organising
- Ability to work independently and on own initiative