



## EMIS Project - Community Surveillance Officer (10)

*Akros – Lusaka, Zambia*

### **Background**

Akros is a cutting edge organization that establishes data-driven and technologically appropriate systems to improve the health, social and well-being of disadvantaged communities. We pride ourselves in our ground-level knowledge of the service delivery systems where we work, and our ability to provide novel, lasting solutions implemented in developing regions.

### **General Responsibilities**

The Akros Surveillance Officer will assist in the planning, coordination, development and oversight of assigned districts in supporting the establishment and implementation processes of the Education Management Information System (EMIS) within the province. The holder of this position will work closely with stakeholders from the donor organization, key actors within provincial and central channels, District Education Boards, School teachers, Parents Teachers Associations (PTA), other stakeholders involved with education, and Akros senior management to facilitate program objectives and optimize resource flow.

The ideal candidate might be called on to work across multiple programmatic areas to support implementation of all Akros programs in his/her assigned districts. The candidate will be able to manage various programmatic deadlines, identify best practices and leverage implementation efforts across multiple programs to successfully manage his/her districts.

### **Specific Responsibilities**

1. Conduct the necessary project trainings for selected staff at the provincial and district levels including schools and communities within the project target areas.
2. Distribute the project hardware and regularly ensure their functionality and provide necessary support to the teachers, head teachers, community leaders and other key stakeholders to ensure that data is collected as is required.
3. Provide feedback on data collected, conduct quality checks and report any problems experienced to the project team leaders to ensure that appropriate actions are taken.
4. Develop collaborative working relationships with key stakeholders at district, zonal and school levels.
5. Coordinate programmatic trainings and supervision efforts within assigned districts.
6. Monitor program progress through the information management system (IMS), and liaise with the DEBs to encourage reporting, feedback and monitoring of volunteers and technocrats.
7. Proactively schedule meetings with the Deputy Program Manager/ Program Manager to assess EMIS project implementation status.
8. Assist with indicator development, research framework and impact assessments as necessary.

9. On a routine basis, assess whether project activities are sufficient to achieve proposed outcomes; develop and validate alternate strategies if not.
10. Participate in program-related advocacy events as necessary.
11. Proactively meet with key stakeholders at district and provincial level to strengthen program implementation.
12. Manage all Akros-supported programs in assigned districts to ensure delivery schedules are successfully met.
13. Leverage implementations across the various programs to identify best practices and mitigate challenges.

#### **Qualification and Experience**

- Bachelor's degree in Education, Development Studies, or relevant field
- 1 – 3 years experience working with management information systems at various levels with different officials
- Demonstrable experience working with Ministry of General Education from Provincial, District and school level
- Must be able to translate data into key actions to meet program goals
- Self-starter who is able to work within a team and individually
- Computer literacy with proven skills in MS Excel, Word, and PowerPoint
- Working understanding of data related monitoring and evaluation concepts

#### **Location and Term**

This position is based in the districts of the Copperbelt Province of Zambia, and will begin on or about 1<sup>st</sup> August 2017 for a period of one year. This position requires about 75% travel within Zambia.

#### **Application Instructions**

Applications are due no later than 30<sup>th</sup> June 2017. Candidates will be interviewed on a rolling basis and are encouraged to apply early. To apply, please submit a cover letter and CV with references to [careers@akros.com](mailto:careers@akros.com) with "Application: EMIS Surveillance Officer" as the email's subject line.