

Identification of Position

Position Title:	Data Analyst & Compliance Officer
Location:	Fourways, Gauteng South Africa
Reports to:	Executive Director
Starting date:	ASAP
Deadline for application:	Close of business – 29th November 2024
Business classification:	NGO – NPC

Organisational Context

Witkoppen Clinic is an award-winning BBBEE (Broad Based Black Economic Empowerment) primary healthcare clinic and social welfare organisation based in Fourways, Johannesburg.

We serve the neediest and provide excellent healthcare to the informal settlements in the Northern Johannesburg area. Witkoppen prides itself that all its patients are treated with dignity and respect as people are treated holistically.

Employment Equity

Once the affirmative action targets have been met in terms of the Employment Equity Plan of Witkoppen, in any given lifecycle of the Plan, Witkoppen shall thereafter make any appointment in terms of the principle of “suitably qualifying candidate” which shall be based on merit.

Relationships

He/she reports directly to the **Executive Director**.

Responsibilities:

The **Data Analyst & Compliance Officer** position is responsible for critically assessing systems, processes, programmes, & individuals against Standard Operating Procedures, guidelines, policies, regulations & desired programme and donor targets developing and implementing data validation processes, analysing data to assist in delivering optimal healthcare management and decision making. The incumbent will use healthcare data to achieve administrative needs and donor targets.

Develop and design data visualization dash boards of key deliverable against live data input to enable continuous tracking of the data inputs to outputs

This role reports to the Executive Director and works closely with the M&E Specialist (Monitoring & Evaluation) and clinical HODs (Head of Department) and the senior management team to report on donor expectations.

Key Performance Areas:

- Health database(s) and network management
- Reporting & communication
- Compliance
- Strategic input
- Training & development

Required Qualifications & Experience;

- Bachelor's degree or an equivalent with an emphasis in Technology/Information System Development and Management
- Advantages would be:
 - Statistics, mathematics, health information science and or business-related modules
 - Two or more years of related experience in an analytic role
 - Knowledge of data management applications
- Outstanding proficiency with Microsoft Office suite software, especially advanced Excel
- Training on data analysis software i.e. data visualisation or other related software applications
- 3+ years of experience in data validation and verification analysis application, data base management preferably in a clinical environment with experience in health indicators and their definitions
- Knowledge of applicable regulatory statutes with the health environment especially the POPI Act.
- Familiarity with the DOH DHMIS Policy and SOPs an advantage

Interested persons may apply by sending their application/CV to hr@witkoppen.co.za