# District Data Usage and Risk Assessment Officer

## Purpose

Data Usage Officer will be responsible for conducting analysis and enable data-driven decision making at the district level

**First Level Supervisor:**Provincial Data Officer CTC

**Second Level Supervisor**: Monitoring & Evaluation officer WHO

## Activities

**Data usage**

*Ensure effective data usage / enable data driven decisions at DEOC level (primarily responsible/accountable role)*

* Prepare program relevant and succinct reports/ presentations by conducting **detailed data analysis** for the all the phases of campaign including **pre-intra-post campaign** and share findings to Deputy District Polio Lead for evidence-based decision making to optimally reach all children
* Prepare the analytical reports/ presentations for **HRUCs & other UCs when required** to inform campaign planning and implementation (e.g. DPEC readiness meeting, intra-campaign meeting)
* Prepare UC wise readiness analytical report for DPEC readiness meeting
* Facilitate supervisory trainings on the data quality, data analysis and effective data utilization
* Conduct detailed data analysis of Routine Immunization of super High-Risk UCs and produce actionable report on Routine immunization submitted to DEOC lead
* Make a comprehensive/succinct report on the district challenges of **data quality** and **recommendations** for corrective measures
* Liase with provincial M&E officers to support in conducting Data Quality Assessments (DQAs)
* Liaise with PEI–EPI Synergy focal person for Conducting data analysis on routine immunization

***Data Management*** *(Supportive role to Data & Operations)*

Provide technical guidance and mentoring to the data unit team (DSCs-Data officers) for the data collection, compilation, verification, and validation processes at the DEOC during all campaign phases

* Provide technical guidance and Support to the DEOC-OPS-Data Management team to review data collection and entry processes at the district level for redundancies and inefficiencies
* Provide Technical support and guidance to the Data/OPS team that all district-level administrative and monitoring data is entered timely in IDIMS
* Support data/OPS team to guide area/UC-level staff to compile data accurately and timely; minimize any ad-hoc data requests from district to area/UC level
* Support PEI–EPI Synergy focal person in Conducting data analysis on routine immunization
* Guide and support the data management/OPS team to oversee any additional data entry, including uploading of data analysis and report (methodology to be developed in coordination with RADS/M&E)
* Support the Risk assessment team for revising and updating List SCORE of UCs

**Risk Assessment**

* Develop analysis quantitative programmatic data (Surveillance, SIA, RI) and qualitive contextual information on HRMP, factors affecting SIA performance to develop district and sub district level risk analysis to inform operations planning and district level decisions
* Participate in outbreak investigations and development of action plans to address programmatic gaps and enhance surveillance
* Use qualitative risk data available to guide case responses
* Join the RRU teams in conducting follow up assessments on implementation of recommendations and action plans
* Coordinate implementation of corrective actions in areas/ UCs flagged as high risk or outbreak areas

## Deliverables

**Data**

* **Produce Campaign Analytical reports** *(with Triangulation of data sets*
* *On campaign performance trends to identify areas of chronic weakness for corrective action)*
	+ Pre campaign-readiness report
	+ Intra-campaign-daily day wise analytical report
	+ Post campaign reports
* Produce analytical reports/presentations on the **HRUCs** for decision making
* Produce **RI-performance report on High Risk UCs & LPUCs for decision making**
* Produce **report on the data quality** highlighting identifiedgaps through analysis and validation process (e.g. missing or incorrect data/discrepancies)
* To produce list of **high priority areas of UCs/areas based on risk assessment** for improving quality of micro-planning, training and effective field monitoring plans
* Develop and update **the curriculum /presentations/case studies/ for the data quality** to conduct data trainings for staff at district, UC, and area level as-required

**Risk Assessment**

* Quarterly risk assessment report
* Detailed Epidemiological investigations and 30 HH cluster reports for reported polio cases and events investigated
* Updated Action plans / recommendation tracker in place where corrective measures are recommended

## KPIs

**Data**

* 100% of campaign data analysis reports finalized on this schedule:
	+ Pre-campaign reports: aligned with pre-campaign meetings as set in SIA activity countdown
	+ Intra-campaign reports: daily basis during campaign
	+ Post-campaign report: in coordination with M&E/ RADS, within three weeks of campaign conclusion
* 100% of campaign performance trend analysis (with focus on Still missed children, Refusals, NT, Sleeping) reports completed within three weeks of campaign conclusion
* 100% of campaign data quality reports finalized within two weeks of campaign (in coordination with RADS/M&E)
* 100% of **list of High Priority list of Areas/UCs based** on Risk assessment for field monitoring plans finalized for review by DEOC three weeks before campaign commences
* 100% of assigned /planned trainings for data quality improvement conducted on-schedule with minimum 85% planned attendees present

**Risk Assessment**

* Monthly tracking of corrective action
* >70% of follow up assessments are conducted as set out in the RRU SOPs

## Capabilities Required

**Core competencies**

* Ability to synthesize and clearly communicate information to others (e.g. presentations and trainings)
* Ability to work under tight deadlines while maintaining high quality output
* Ability to build effective data project teams, to motivate others, and to make timely / quality decisions
* Positive/ professional attitude
* Participate in and promote a positive, supportive, cooperative team environment

**Technical competencies**

* Expertise in public health and epidemiology (polio experience is a plus)
* Data analysis and visualization skills
* Strong critical thinking skills

Highly proficient in Microsoft Office Suite (Word, Excel, PowerPoint)