



Job Title: Data Quality Officer (DQO)

Location: Facility based

Reports to: Monitoring & Evaluation (M&E) Manager

Contract: Fixed Term

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#### Data Quality Officer –

The Data Quality Officer (DQO) ensures accurate, complete, and reliable program data to support monitoring, evaluation, and donor compliance. The role focuses on data quality assurance, auditing, reporting, and capacity building using Department of Health systems HPRS. The DQO works closely with program teams and stakeholders to improve data standards, support decision-making, and strengthen overall program performance.

#### Key Focus Areas:

- Data quality assessments, audits, and data cleaning
- Accurate data entry, reporting, and record management
- Training and mentorship of staff on data tools and best practices
- Compliance with DoH standards and donor requirements
- Collaboration with internal teams and external stakeholders
- Conduct internal data verification process on weekly and monthly basis.

#### Minimum Requirements:

- Bachelor's degree in data management, Public Health, Statistics, IT, or related field
- At least 3 years' experience managing HIV/STI/TB data
- Proficiency in DoH data systems (TIER.Net, DHIS, HPRS)
- Strong analytical skills and attention to detail
- Willingness to travel; driver's license an advantage

#### How to Apply

Interested candidates should submit a CV and Qualifications, please indicate the position applied for in the subject line.

Email to: [recruitment@fs-rainbowseeds.org.za](mailto:recruitment@fs-rainbowseeds.org.za) Closing date: 2026/01/06

*Only shortlisted candidates will be contacted. The organization reserves the right not to make an appointment.*