**

 **Position Description**

## TITLE: PROGRAM INFORMATION ANALYST

## DEPARTMENT: GLOBAL BUSINESS SYSTEMS

**DATE: JUNE 2014**

*PSI is a leading global health organization with programs targeting malaria, child survival, HIV and reproductive health. Working in partnership within the public and private sectors, and harnessing the power of the markets, PSI provides life-saving products, clinical services and behavior change communications that empower the world's most vulnerable populations to lead healthier lives.*

*PSI's core values are a belief in markets and market mechanisms to contribute to sustained improvements in the lives of the poor; results and a strong focus on measurement; speed and efficiency with a predisposition to action and an aversion to bureaucracy; decentralization and empowering our staff at the local level; and a long term commitment to the people we serve. PSI has programs in 67 countries.  For more information, please visit [www.psi.org](http://www.psi.org/%22%20%5Ct%20%22_blank).*

PSI seeks dynamic candidates with an interest in routine data monitoring systems for the position of Program Information Analyst, Global Business System. The Global Business Systems department offers an interesting challenge for the right individual. PSI is undergoing a radical shift in routine data management. A global software platform, DHIS2, has been identified and is the process of being deployed around the world. The Program Information Analyst will support efforts and coordination of the roll-out of DHIS2 globally. This position is based in Washington, D.C., and entails about 25% - 30% overseas travel.

**RESPONSIBILITIES:** The Global Business Systems Program Information Analyst will be responsible for delivering technical, financial and organizational support for the department and the coordination of roll-out projects. The Program Information Analyst will report to the Program Manager and will support administrative support for a small team of consultants and provide technical and user support for DHIS2 implementations. Support duties include, but are not limited to:

Technical Responsibilities:

* Conduct MIS assessments for platform offices. Document as-is environment and make recommendations for near-term and long-term improvements consistent with MIS strategic plan recommendations.
* Coordinate with various data leads within the technical departments, tracking changes to a common data framework;
* Liaise with technical teams with deployment of DHIS2 ensuring adherence to required data elements following common data framework;

User Support Responsibilities:

* Update and maintain PSI DHIS2 Knowledge Base center. This includes writing support articles on a variety of topics related to DHIS2 functionality.
* Provider user support through PSI’s DHIS2 HelpDesk system
* Facilitate or co-facilitate user training sessions both in-country and remotely
* Help users create meaningful outputs from DHIS2 in the forms of charts, maps, graphs and/or user dashboards

Other Responsibilities:

* Support quarterly updates and communication about PSI MIS progress
* Provider input for donor progress reports

**QUALIFICATIONS:**

* Relevant post-graduate degree (MBA, MIA, MPH, MA, etc.)
* Significant M&E, research and/or program management work experience.
* At least five years of professional work experience in a developing country.
* At least five years of management experience, including supervision of staff.
* Familiarity with USAID and other international donor M&E requirements.
* Familiarity with international development and health issues.
* Familiarity with DHIS2 preferred.
* Fluency in a foreign language (especially French, Spanish, Portuguese, Russian or Mandarin) preferred.

The successful candidate will have excellent writing, analytical, interpersonal, organizational, and cross-cultural skills; demonstrated ability to perform and prioritize a variety of tasks on short notice within designated deadlines; and an interest in a future overseas posting with PSI.

**STATUS:**

* Exempt
* Level 7

**APPLY ONLINE at** [**http://www.psi.org**](http://www.psi.org)**. No calls or emails, please.**

PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.