

## VACANCY ANNOUNCEMENT

### **Background:**

Joint Medical Store (JMS) is a Church founded **private not for profit** organization whose mission is 'Provide value adding health solutions to accredited health units and other stakeholders'.

JMS is seeking to hire the services of qualified, competent and motivated **Business Analytics Officer** to join its Team that serves diligently to save lives.

<b>Job Title;</b>	Business Analytics Officer
<b>Reports to;</b>	Manager Corporate Strategy
<b>Supervises;</b>	None
<b>Department:</b>	Corporate Strategy Office

### **Main purpose of the job;**

The Business Analytics Officer will be charged with implementing activities related to Data Management and overseeing Monitoring & Evaluation activities of JMS. This position requires a strong background in data analytics, attention to detail, and the ability to process, interpret and communicate complex findings to diverse stakeholders thereby ensuring Quality data-driven decision-making and continual Corporate Performance improvement.

### **Key Performance indicators**

1. Design, implement and maintain Data analytics, Monitoring and Evaluation (M&E) Systems
2. Data Collection and Analysis
3. Performance Monitoring
4. Data Quality Assurance
5. Reporting and Communication
6. Capacity Building to staff about data analytics and management

### **Key duties and responsibilities;**

- 1) Develop and implement data analytics and M&E frameworks and activities that support the attainment of the JMS strategy.
- 2) Design data collection tools and methodologies to gather relevant information and data.
- 3) Ensure adherence to ethical standards and regulatory requirements in data collection.
- 4) Collect, organize, and analyse data from various sources and disseminate it to users for decision making
- 5) Utilize statistical methods and data analytics techniques to derive meaningful insights about the JMS internal and external past, present and future environment.
- 6) Collaborate with cross-functional teams to ensure data accuracy and completeness.
- 7) Monitor and evaluate the performance of pharmaceutical related activities at JMS and trends of performance in line with the JMS strategy.
- 8) Identify key performance indicators (KPIs) and develop metrics for assessing the objectives in line with JMS Strategy and projects for success.
- 9) Generate regular reports on strategy implementation, activities implementation and projects progress while highlighting areas for improvement.

- 10) Implement quality control measures to ensure data integrity and reliability.
- 11) Conduct periodic audits to verify the accuracy of collected data.
- 12) Collaborate with internal and external stakeholders to address data quality issues.
- 13) Train and support team members in data collection and analysis methodologies.
- 14) Foster a culture of continual improvement by sharing best practices in monitoring and evaluation, data analytics and its use.
- 15) Work closely with all staff to integrate M&E activities and data analytics into their roles for continuous improvement.
- 16) Introduce Artificial Intelligence and machine learning into the data Management domain at JMS

## **Person Specifications**

### **a. Qualifications:**

Bachelor's or Master's degree in a relevant field (e.g., Statistics, Data Science, Public Health, Monitoring in Evaluation).

### **b. Experience**

- 1) At least three years working experience in a busy organization.
- 2) Proven experience in monitoring and evaluation, data analytics, or a related role within the health-related sector
- 3) Proficiency in statistical analysis software (e.g., SAS) and data visualization tools.
- 4) Strong knowledge of the pharmaceutical environment, health related field or regulatory requirements.

### **a. General Competencies & Knowledge:**

- Excellent communication and interpersonal skills.
- Analytical skills
- Detail-oriented with a focus on data accuracy and quality.
- Ability to work independently and collaboratively in a multidisciplinary team.
- Team work and interpersonal skills
- Communication skills
- Multi-tasking skills
- MS Office proficiency

### **Please address your applications to:**

The Manager Human Resources & Administration  
Joint Medical Store  
P.O. Box 4501  
Kampala

### **Submission of Applications**

Only qualified candidates who meet all the above requirements are invited to submit applications, resume, copies of academic certificates, testimonials and three referees (who are not relatives) with their day time telephone contacts. Only short-listed candidates will be contacted. **Applications may be hand delivered to JMS Head office Reception Desk or Email to [HRA@jms.co.ug](mailto:HRA@jms.co.ug).**

Closing date for applications is Wednesday 6<sup>th</sup> December, 2023 **at 5.00pm.**