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## **Example of Strategic Information Job Description**

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Our growing company is searching for experienced candidates for the position of strategic information. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for strategic information

- Assist community and regional leaders to utilize tools to collect and analyze their own data for decision making
- Support regional teams to develop quarterly reports and presentations tracking progress in attaining and maintaining 90-90-90 and preventing new infections
- Closely collaborate with IHM, clinical partners and community-based partners
- Provide input and technical support to research, monitoring and evaluation activities for Breakthrough ACTION Swaziland
- Develop and implement quality assurance procedures for data collection to ensure data accuracy and the validity and reliability of monitoring data and study results
- Enter data in PEPFAR's DATIM system
- Co-facilitate training workshops, including agenda, curriculum, manuals and materials necessary to appropriately train individuals involved in monitoring and evaluation activities
- Provide technical guidance to key counterparts and partners conducting related monitoring activities to ensure triangulating and integration of data, including Ministries of Health in country, CCP, and partners
- Supervise locally hired staff to perform data collection activities using defined forms and methods (e.g., participation logs, survey questionnaires, format for secondary data collection and analysis from available sources)
- Maintain effective and regular communication with research contractors and consultants to maintain timelines and agreements

- Self-motivating and able to work independently in a fast faced global environment
- Strong interpersonal, conflict resolution, project management skills with the ability to influence and drive consensus
- Act as the SME/expert and single point of contact for including marketing, sales, services, finance and survey master data integrity ensuring end-end quality of data across the business process and applications
- Lead the E2E Contact council and prepare for the executive steering committee managing cross LoB issue resolution, policy management, data quality rules and supporting the developing of processes to support both the enterprise model business specific requirements
- Contact transactional solutions experience with Oracle 11i, SAP ECC, SFDC
- Contact data solutions and providers such as MDM, Data Quality, Address Doctor, Email Validation, D&B, Phone, NetProspect solutions and vendors