## SIFISO REGINALD NDLOVU

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**Monitoring & Evaluation Officer | Data Quality Specialist | Logistics Coordinator**

## PROFESSIONAL SUMMARY

I am a strategic Monitoring & Evaluation and Data Management professional with over 10 years of experience in the NGO and public health space (Department of Health, Global Fund, PEPFAR, USAID) for TB/HIV/VMMC. An expert in enhancing data quality, developing and maintaining tools and dashboards for strategic decision-making. Optimized logistics and procurement operations for multimillion-rand programmes. An aspiring Artificial Intelligence expert with proven ability to adapt, learn and use emerging technologies, lead teams, manage complex stakeholder relationships and deliver actionable insights to drive improved programme outcomes.

## CORE COMPETENCIES AND SKILLS

- **Monitoring & Evaluation:** Data Collection| Data Quality Assurance | Reporting|Performance Metrics(KPI)| SOP Compliance.
- **Data Analysis & Visualization:** Power BI| Advanced Excel (Pivot Tables, Dashboards) | Database Management| KPIs.
- **Logistics Management:** Fleet and Vendor Management| Procurement| Supply Chain| Asset / Inventory Control.
- **Programme Support:** DoH, Global Fund, PEPFAR, USAID compliance| Stakeholder Engagement| Capacity Building| Training.
- **Software & Tools:** DHIS2 | EDR-WEB | Google Workspace | HCF | Linux | MS Office | MyHope | Orbit | Power BI.
- **AI Tools:** ChatGPT| Claude | Deepseek | Grok| MS Copilot| NotebookLLM| Perplexity. **Text Editors**: VS Code| Cursor.
- **Multi-lingual:** Proficient in 9 South African Languages | **Professional Driving:** Code 10 with PDP License.

## PROFESSIONAL BACKGROUND

### Data Officer | NACOSA (USAID - GBV Response) | 01/06/2024 to 31/03/2025

Tasked with reviewing and verifying reported information and pro-actively take part in efforts to improve data quality. This position required regular virtual interactions and travelling to site-based offices to perform verification activities.

- Spearheaded data quality initiatives for the GBV Response programme, importing and processing raw data via the Orbit system, cross-referencing reports against source documents, MS Excel and Orbit to ensure 100% accuracy for donor reporting to identify and resolve integrity issues which improved overall dataset reliability and reporting.
- Managed dynamic Power BI dashboards and distributed to provincial teams, enhancing data visibility and reducing manual reporting time by 40%.
- Using MS Excel, I generated a Digital Index for the GBV Response, which contained links to programme related folders, documents, reports and training materials which sped up document accessibility for the whole team by 60%.
- Co-revamped and optimized the Client Intake form, Registers and Meeting Minutes-recording template for a more simplified, streamlined usage and distributed to provincial teams and sites while maintaining version control protocols.
- Streamlined data collection by implementing digital tools (MS Forms, MS Loops, Google Forms) cutting the team's paper usage by 95% and accelerating remote data capturing and reporting.
- Conducted technical support at LIVES training by overseeing on-line registrations, attendance, creating and maintaining training group links (online LMIS, MS Forms, WhatsApp QR codes) and documenting the training sessions which cut paper usage by 35%.
- Provided IT support to GBV Response new on-boarding staff by guiding them through their laptop's and MS user profile setup, MS Authenticator App, MS One Drive integration with programme folders and files which assisted in ensuring new staff easily acquainted with files and tools which improved new staff integration by 40%.
- Provided strategic timeous technical support and capacity building to programme sub-awardee M&E teams during data quality assessments using MS Excel, Orbit and Power BI.

### Data Quality Officer | MIET Africa (Global Fund - AYP) | 19/03/2024 to 30/05/2024

Joined Miet Africa as a Mobile Clinic Van Operator in November 2022 and then took on the Data Quality Officer role in March 2024. Tasked with managing the team of Data Captures.

- Led and supervised a team of 15 (12 Data Captures and 3 Linkage Officers) to achieve operational targets and ensure data accuracy across Key and Vulnerable Populations (KVAP), Health Care Framework (HCF) and MyHope platforms.
- Implemented rigorous data validation processes, reducing capture errors by over 25% through systematic reviews and cross-referencing with source documents.
- Served as primary custodian for all physical and electronic data assets, ensuring strict information securing and compliance protocols.
- Designed and delivered Data Collection Tools, training modules on the MyHope system, enhancing team competency and standardizing data entry and management processes.
- Conducted strategic field team visits to perform ground-level data verification, quality improvement support, outreach events participation to ensure alignment between programme activities and systematic recording and reporting.

**Data Officer | Zakheni Training & Development Centre (Global Fund - AYP) | 01/07/2019 to 31/03/2022**
Hired as a Data Capturer then transitioned into the Data Officer role, performing Procurement, Assets Management, Data Quality and M&E duties in working with the organizations technical team, management and managing Data Capturers.
- Recruited, trained and supervised a 23-member team to successfully clear a critical 3-year data backlog project, digitizing and securing over 360 000 AYP documents for the NACOSA-Global Fund AYP Programme.
- Led a major organization expansion and relocation project, managing the end-to-end procurement of IT infrastructure (30 laptops, 6 desktops, 5 printers), security systems (12-camera CCTV) and 6 air-condition units.
- Directed the installation of equipment for the new head office in Mabopane in Gauteng, Polokwane in Limpopo and Rustenburg in the North West province, ensuring full operational readiness on schedule and within budget.

**Acting Logistics Officer | JPS Africa (USAID - VMMC) | 01/02/2018 to 20/09/2018**
Supported USAID's Voluntary Medical Male Circumcision (VMMC) program by ensuring seamless logistics for healthcare operations across multiple sites. Performed Logistical duties alongside Data Administrator duties.
- Managed a 30-vehicle fleet, coordinating licenses, maintenance, routine services and route optimization for 40+ sites across 3 provinces (Gauteng, Kwa-Zulu Natal and North West) which reduced fuel usage, tyre-ware and repair costs by 20%.
- Negotiated services with towing companies for roadside assistance and vehicle repairs during emergencies to maintain cost-effectiveness and service quality.
- Oversaw procurement and inventory management of medical and non-medical supplies, ensuring USAID compliance, DoH protocols, stock-in and stock-outs through demand forecasting and FIFO protocols and distribution to sites.
- Coordinated travels for 40+ staff members by arranging shuttles, programme and rental vehicles, flights and accommodation to ensure safety and timely collections, arrivals and returns.

**RELEVANT BACKGROUND**
- **Data Capturer:** Childline Tshwane (Global Fund AYP). 14/07/2025 to 22/10/2025
- **Mobile Van Operator:** Miet Africa (Global Fund AYP). 07/11/2022 to 18/03/2024
- **Data Clerk:** JPS Africa (VMMC-USAID). 01/10/2017 to 20/09/2018.
- **Data Capturer:** JPS Africa (MDR-TB Global fund). 01/07/2017 to 30/09/2017
- **Data Administrator:** CHAPS (USAID VMMC). 01/03/2015 to 30/06/2017
- **Promotions and Sales Agent:** Vetex Communications. 01/03/2014 to 28/02/2015.
- **Collection Agent:** TMT Services. 01/02/2013 to 28/02/2014
- **Graphic Designer:** Bumba Signs. 02/02/2011 to 31/01/2013
- **Data Capturer:** TMT Services. 02/02/2009 to 22/12/2009
- **Driver and Logistics Officer:** FMK Logistics. 01/02/2007 to 31/01/2009
- **Promoter:** Workforce (Standard Bank/MTN Mobile Money Accounts). 01/02/2005 to 22/12/2006.
- **Data Capturer:** Workforce (ABSA and Sekulula Accounts). 01/02/2003 to 31/01/2005.
- **Receptionist:** Kagisano Solutions. 01/05/2002 to 31/01/2003.

**ACADEMIC BACKGROUND**
- **Certificate: Fundamentals of Computing**| University of Limpopo (Medunsa Campus). 2009.
- **Certificate: PC Engineering**| SADESA College. 2002.
- **National Senior Certificate| Grade 12**: Tiyelelani Secondary School. 2001.

**PROFESSIONAL CERTIFICATIONS & TRAINING**
- **Full Stack Development Certificate** | FNB App Academy | 2025.
- **Monitoring and Evaluation Certificate** | AQuaH Training School | 2024.
- **Data Visualization with Power BI Certificate** | Great Learning | 2024.
- **Data Analysis Using Excel Certificate**| Great Learning | 2023
- **Database Management System Certificate** | Great Learning | 2023.
- **Procurement Management Certificate** | Great Learning | 2023.
- **Inventory Management Certificate**| Great Learning | 2023.
- **Assets Management Certificate** | Great Learning | 2023.
- **Logistics Management Certificate** | Great Learning | 2023.

**GitHub**: https://github.com/SifisoNdlovu | **Profile:** https://sifiso-ndlovu.netlify.app/