



# ICAP

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COLUMBIA UNIVERSITY  
Mailman School of Public Health

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Approved  
MPS/HRD  
14 FEB 2019  
2018



## POSITION DESCRIPTION

**JOB TITLE:** Data Clerk

**INSTITUTION:** Columbia University Mailman School of Public Health – ICAP

**LOCATION:** Wau Teaching Hospital

**DIRECT REPORT:** ART-In charges and ICAP M&E Officer

## ICAP IN SOUTH SUDAN

ICAP at Columbia University is an international NGO funded by PEPFAR through CDC. ICAP in South Sudan has partnered with the Ministry of Health-RSS to increase uptake and improve quality of HIV prevention, care and treatment services through technical assistance and capacity building.

## OVERALL JOB FUNCTION:

The objective of this position is to strengthen coordination, ownership and improve quality of HIV/AIDS service delivery in facility of assignment.

## DUTIES AND RESPONSIBILITIES:

1. Ensure that all necessary records and forms are in place and available in the health facility at all times
2. Ensure that all HIV and related registers, tally sheets, follow up forms are correctly used in all service delivery points of the facility deployed to
3. Follow up proper use of all HIV and related tally sheets & registers in the facility and give orientation on how to use as necessary
4. Compile all HIV and related reports in the facility regularly and as per the reporting requirement and timeline
5. Submit reports periodically and on ad hoc basis as required by government or ICAP using different means such as email, telephone or hard copies
6. Ensure that all HIV related registers and forms are placed in order and are in good condition in the respective service delivery units of the facility
7. Ensure all hard copy and soft copy files of the facility are kept well and are locked to ensure confidentiality
8. Activity participate and contribute to the HIV multidisciplinary team of the health facility
9. Follow clients who missed their appointment using appointment log book and work with facility adherence support staff and community structures to trace back clients before they get lost to follow up or drop from the service





10. Supervise nearby health facilities where there is no data clerk and compile reports as necessary and required
11. Support health facilities in the maintenance of HIV program records/ registers such as ART/Pre ART/TB/VCT/ANC/delivery etc, patient follow up charts, reports, ensuring integrity and completeness of data.
12. Ensure that the HIV and related registers in the facility are complete, correct and properly completed
13. Ensure that all HIV and related reports produced in the facility are correct, complete, timely and reliable
14. Ensures confidentiality and integrity during all stages of HIV related data management and the discharge of duties.
15. Support any other data related technical support to the facility as assigned by the ART unit and facility in charges.
16. Performs any other related duties that may be assigned by the supervisors.

#### Job Requirements

#### *Required Qualifications and Experience*

##### **Education**

- College Diploma in Information Management Systems, Computer Science or related field of study, with two to three years of relevant professional experience in chart review, data analysis, reporting, data capturing and data management especially in health facility/clinical setting

##### **Experience**

- Knowledge in data processing and analysis.
- Good writing skill desirable
- Good knowledge of the South Sudan Health system and health facility setup is a plus.

##### **Languages**

Fluency in both written and spoken English and local languages preferably in areas where the facility is located.

#### *Required Competencies*

##### **Behavioural**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and facility staff as well as with other stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience





- Creativity and Initiative – actively seeks new ways of improving the HIV programs or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter related to data management and improving the completeness and correctness of recordings and reports in the facility
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions such as computers;

### Technical

- Computer literacy (Word, Excel and Powerpoint)

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

### How to apply:

Please forward your resume or CV to [icap-jobs-southsudan@columbia.edu](mailto:icap-jobs-southsudan@columbia.edu) Please indicate you are applying for the **“Data Clerk position and name of the location”** in the subject line of your email. Or you can deliver your application and CV to ICAP office located next to **Non-violence** office or **at Wau Teaching Hospital**

**Application Deadline on Tuesday March 6, 2018.**

**NB: Only those who are shortlisted will be contacted**

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